



Voucher Incentive Program
REDEEM AND CLEAN!

CARL MOYER PROGRAM FOR
ON-ROAD HEAVY-DUTY VEHICLES

REVISED AND APPROVED: DATE

California Environmental Protection Agency



Air Resources Board

VOUCHER INCENTIVE PROGRAM GUIDELINES CARL MOYER MEMORIAL AIR QUALITY STANDARDS ATTAINMENT PROGRAM FOR ON-ROAD HEAVY-DUTY VEHICLES

These guidelines describe the minimum criteria and requirements for the Carl Moyer Memorial Air Quality Standards Attainment Program (CMP) on-road heavy-duty vehicles Voucher Incentive Program (VIP). The VIP provides a streamlined approach to reduce emissions by installing a Verified Diesel Emission Control Strategy (VDECS or “retrofit”) or by replacing existing, high-polluting vehicles with newer, lower-emission vehicles. The VIP provides real emission benefits by retrofitting or retiring the high-polluting vehicle earlier than would have been expected through normal attrition or by regulation. Carl Moyer Program funds for voucher projects are used to offset part of the cost of the retrofit device or replacement vehicle.

California air pollution control/air quality management districts (districts) shall utilize these guidelines as a stand-alone document and need not refer to the current Carl Moyer Program guidelines in implementing this program. Districts must follow all VIP guidelines in order to offer vouchers as a funding option. Districts may not set more stringent requirements based upon local priorities. These guidelines provide implementation documents in the appendices section that must be used for funding voucher projects and may not be modified (unless otherwise noted).

1. Project Criteria

The project criteria listed below for VIP projects provides districts, applicants, retrofit installers, and truck dealerships with the minimum requirements for participating in the VIP.

2. Projects Eligible for Funding

The following heavy-duty vehicle VIP projects are eligible for funding:

New Replacement Vehicle Purchase: The purchase of a new 2007 model year or later vehicle with an engine certified to a Family Emissions Limit (FEL) or Standard (STD) level of 1.20 g/bhp-hr Oxides of Nitrogen (NOx) and 0.01 g/bhp-hr Particulate Matter (PM) or cleaner to replace the existing vehicle that is to be scrapped.

Used Replacement Vehicle Purchase: The purchase of a used 2007 model year or later vehicle with an engine certified to a FEL or STD level of 1.20 g/bhp-hr NOx and 0.01 g/bhp-hr PM or cleaner to replace the existing vehicle that is to be scrapped.

Retrofit Purchase and Installation: The purchase and installation of a qualifying retrofit device that is verified by ARB for the specific engine family in the existing vehicle.

3. Project Funding Amounts

The maximum total project funding amounts associated with reducing the eligible costs of a VIP project are pre-determined and shown in Appendix O.

4. Program Requirements

(a) General Program Criteria

Small Fleet Size Limitations: Small fleets that have three or fewer on-road heavy-duty diesel fueled vehicles with a gross vehicle weight rating (GVWR) greater than 14,000 pounds are eligible to participate in the VIP. Determination of fleet size must be based on the definitions and criteria in the Statewide Truck & Bus Regulation at Cal. Code Regs., tit. 13, § 2025.

- (1) The following vehicles are not eligible for funding:
 - a) Vehicles subject to the solid waste collection vehicle rule commencing with title 13, CCR, section 2021;
 - b) On-road diesel-fueled heavy-duty vehicles over 14,000 pounds owned or operated by a municipality that are subject to the fleet rule for public agencies and utilities commencing with title 13, CCR, section 2022;
 - c) Vehicles subject to the fleet rule for transit agencies commencing with title 13, CCR, section 2023;
 - d) Vehicles subject to the rule for mobile cargo handling equipment at ports and intermodal rail yards commencing with title 13, CCR, section 2479;
 - e) Off-road vehicles subject to title 13, CCR, sections 2401, 2411, 2421, 2432, and 2449;
 - f) Vehicles subject to the regulation for drayage trucks commencing with title 13, CCR, section 2027; and
 - g) Trucks with a GVWR of 19,500 pounds or less.
- (2) Vehicles No Longer Operating in Drayage Truck Operations: Vehicles that operated as a drayage truck in the previous two (2) years but no longer access port and intermodal rail yard facilities that are subject to the Drayage Truck Regulation are eligible to participate. In order to ensure that the replacement or retrofitted vehicle does not operate as a drayage truck during the surplus emission reduction period, replacement and retrofitted vehicles will be added to the Drayage Truck Registry as non-compliant for two years from the replacement truck delivery date or retrofit installation date.

- (3) Emission Reduction Technologies: Emission reduction technologies must be certified or verified by the ARB and must comply with durability and warranty requirements. For the purposes of the VIP, a technology granted a conditional certification or verification by ARB is considered certified or verified.
- (4) Vehicle Leasing is Not Allowed: If financing is necessary, the vehicle purchase must be financed with a conventional purchase loan.
- (5) Obtaining Financing: The participant may obtain public and/or private financing to assist in the purchase of a retrofit or replacement vehicle, but may not apply for additional public funded grants.
- (6) Emission reductions obtained through VIP projects must not be required by any federal, State or local regulation, memorandum of agreement/understanding with a regulatory agency, settlement agreement, mitigation requirement, or other legally binding document.
- (7) No emission reductions generated by the VIP shall be used as marketable emission reduction credits, or to offset any emission reduction obligation of any person or entity.
- (8) No project funded by the VIP shall be used for credit under any federal or State emission averaging banking and trading program.
- (9) Engines operating under a regulatory compliance extension granted by the ARB, a local district, or the U.S. EPA are not eligible for funding.
- (10) Projects funded by the VIP may not be used to generate a compliance extension or extra credit for determining regulatory compliance.

(b) Participant Requirements

- (1) General Participant Requirements: All participants must meet the following requirements to be eligible for funding:
 - a. Ownership Requirements: The participant must currently own and operate the existing vehicle, documented through providing a copy of the current existing vehicle title. If the existing vehicle title is not available at the time of application, all of the following may be used as alternative ownership documentation until a duplicate title is received from DMV: 1) copy of current and valid vehicle registration, and 2) copy of DMV Vehicle Registration Inquiry Report, and 3) copy of DMV receipt for duplicate title request. A copy of the duplicate title must be received by the air district before payment is issued to the dealership or retrofit installer.

- b. Prior Minimum Usage Requirement: The existing vehicle must have met the mileage or fuel usage requirements in Appendix O, in each twelve (12) month period for the previous twenty four (24) months. Participants must submit documentation verifying usage for the previous twenty four (24) months for the existing vehicle. Examples of documentation may include, but are not limited to: logbooks, fuel records, maintenance records, and tax records.
- c. Operation in California: The applicant must certify on the application that the existing vehicle(s) has operated at least 75% of the time in California during each twelve (12) month period for the previous twenty four (24) months.
- d. Applying for Funding in a Participating Air District: Applicants may only apply to one participating air district at a time.
- e. Application Package: To be approved for VIP funds, the applicant must meet all guideline requirements, submit an application, and submit all of the documentation listed in the Application Package (Appendix A).

(2) Participant Requirements for Replacement Projects: All replacement project participants must meet the following requirements to be eligible for funding:

- a. Specified Participating Dealership: The participant must specify the participating dealership used for the purchase of the replacement vehicle. If the application is approved, the participant must purchase the replacement vehicle from the specified dealership. If the participant chooses to change dealerships, the participant must submit a new VIP application to the district.
- b. Voucher Redemption Deadline: The dealer and owner must agree on a date in which the replacement vehicle will be delivered. The voucher will be redeemable within 30 days of issuance or by the delivery date agreed upon by the dealer and owner, whichever is later. Except as described below, the vehicle must be delivered in the same calendar year that funding was approved by the district. If the delivery date occurs in the calendar year following the application approval date, the district must determine the eligible funding amount based on the funding tables in Appendix O for the year in which delivery occurs.

If the owner is unable to purchase the replacement vehicle after a voucher has been issued, the owner must notify the dealer and district immediately so that funds can be reallocated.

c. Replacing two (2) existing vehicles with one (1) replacement vehicle:

Owners may replace two existing vehicles with one replacement vehicle as long as all VIP requirements are met. The two existing vehicles must have cumulatively met the mileage or fuel usage requirements in Appendix O. If the two existing vehicles have different engine model years, then the newest engine model year shall be used to determine the funding amount. Participants who utilize this option must submit a complete application for each existing vehicle. The applicant should specify on each application that the applicant is choosing this option by checking the Two-for-One Option box.

d. The owner must agree to the following terms after being approved for a replacement voucher:

- i. If the existing vehicle qualifies for heavy heavy-duty funding levels, the owner must register the replacement vehicle with the DMV at a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 pounds.
- ii. Maintain insurance as required by law.
- iii. Own and operate the replacement vehicle at least 75% of the time within California for a minimum of twenty four (24) months from the date of delivery.
- iv. Notify the district if there is any change of ownership.
- v. Return annual usage surveys as requested by the district.
- vi. Do not make any modifications to the emission control system on the replacement vehicle engine.
- vii. Be available for a follow up inspection, if requested by the district or the California Air Resources Board (ARB).
- viii. Allow ARB to verify the replacement vehicle registration with the California Department of Motor Vehicles (DMV) after awarded a voucher.
- ix. Repay the voucher funding amount if the owner does not follow one or more terms as specified in the Application or Receipt of Replacement Voucher. ARB and/or the district will specify repayment terms on a case-by-case basis.

(3) Participant Requirements for Retrofit Projects: All retrofit project participants must meet the following requirements to be eligible for funding:

- a. Specified Participating Installer: The participant must specify the participating retrofit installer used for the purchase and installation of the retrofit device. If the participant chooses to change installers, the participant must submit a new VIP application to the district.
- b. Voucher Redemption Deadline: The installer and owner must agree on a date in which the retrofit will be installed. The voucher will be redeemable within 30 days of issuance or by the installation date agreed upon by the installer and owner, whichever is later.
 - i. For retrofit vouchers issued during calendar year 2010, the voucher redemption and installation deadline cannot be extended beyond December 31, 2010 because of surplus emission benefit requirements.
 - ii. If the owner is unable to have the retrofit installed after a voucher has been issued, the owner must notify the installer and district immediately so that funds can be reallocated.
- c. The owner must agree to the following terms after being approved for a retrofit voucher:
 - i. If the existing vehicle qualifies for heavy heavy-duty funding levels, the retrofitted vehicle must be registered in California with the Department of Motor Vehicles (DMV) with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 pounds.
 - ii. Maintain insurance as required by law.
 - iii. Own and operate the retrofitted vehicle at least 75% of the time within California for a minimum of thirty six (36) months from the date of purchase.
 - iv. Notify the district if there is any change of ownership.
 - v. Return annual usage surveys as requested by the district.
 - vi. Do not make any modifications to the emission control system on the vehicle engine.
 - vii. Be available for a follow up inspection, if requested by the district or the California Air Resources Board (ARB).

- viii. Allow ARB to verify the retrofitted vehicle registration with the California Department of Motor Vehicles (DMV) after awarded a voucher.
- ix. Repay the incentive amount if the owner does not follow one or more terms as specified in the Application or the Receipt of Retrofit Voucher. ARB and/or the district will specify repayment terms on a case-by-case basis.

(c) Existing Vehicle Requirements: Replacement Projects

For replacement projects, all existing vehicles must meet the following conditions before a VIP application will be approved and awarded a voucher.

- (1) Eligible Model Years for the Existing Engine: The model year of the existing engine must be 2002 or older. Verification of the model year must be submitted in the application package. Verification can include a picture of the model year on the engine plate or written documentation from the manufacturer or participating dealer that matches the engine serial number to a particular model year.
- (2) Diesel-fueled Vehicles: The existing vehicle must currently operate on diesel fuel.
- (3) Weight Class: The existing vehicle must meet the criteria for either a medium heavy-duty vehicle or a heavy heavy-duty vehicle, as defined below.
 - i. To qualify for medium heavy-duty (MHD) funding levels, eligible vehicles must have a manufacturer Gross Vehicle Weight Rating (GVWR) of 19,501 or greater. GVWR may be documented with a photo of the engine tag or a copy of the manufacturer build sheet.
 - ii. To qualify for heavy heavy-duty (HHD) funding levels, eligible vehicles must have been registered by DMV with declared Combined Gross Vehicle Weight (CGW) range or declared Gross Vehicle Weight (GVW) range greater than 60,000 pounds for the previous 24 months. DMV weight codes corresponding to greater than 60,000 pounds are K, L, M, and N. If 24 months of CGW or GVW documentation is not available, then the vehicle must meet all of the following conditions to be eligible for HHD funding levels:
 - 1. The horsepower of the existing engine must be greater than 250 horsepower, and
 - 2. Vehicle must have a manufacturer GVWR greater than 33,000 pounds. Declared CGW or GVW may not be used to satisfy this criteria, and

3. Current and valid vehicle registration must identify declared CGW greater than 60,000 pounds, and
 4. Manufacturer verification of GVWR and horsepower must be provided with the application.
- (4) Vehicle Title: A copy of the existing vehicle title must be submitted with the application package. The owner must be listed on the title as the current sole owner of the vehicle, and must have owned the vehicle during the previous twenty four (24) months. If the existing vehicle title is not available at the time of application, all of the following may be used as alternative ownership documentation until a duplicate title is received from DMV: 1) copy of current and valid vehicle registration, and 2) copy of DMV Vehicle Registration Inquiry Report, and 3) copy of DMV receipt for duplicate title request. If the existing vehicle title or alternative ownership documentation shows an active lien-holder, then the vehicle does not qualify to participate in the VIP. A copy of the duplicate title must be received by the air district before payment is issued to the dealership.
- (5) California Registration: The existing vehicle must have current California registration. The existing vehicle must also have been registered in California for the previous twenty four (24) months, or must have a minimum of eight (8) consecutive months of California DMV registration history supplemented by alternate documentation showing California operation for the past two (2) years. Copies of the DMV registration for the term specified above, and proof of insurance for the previous twenty four (24) months, must be submitted with the application package. The existing vehicle must be based in California. Applicants may provide proof of California registration by providing copies of California IRP (International Registration Plan) documents. Out-of-state registration and out-of-state IRP do not qualify for the VIP.
- Partial-Year California Registration Exception: If the existing vehicle operates seasonally, then the existing vehicle may be eligible to participate in the voucher incentive program if it has been registered in California for at least three (3) months per twelve (12) month period for the previous twenty four (24) months. DMV registration documentation for each month the vehicle was registered must be included in the application package. Trucks that are registered seasonally must meet the minimum annual usage requirements in Appendix O during the registered months.
- (6) Operational Condition Verification: The existing vehicle must be in operational condition to qualify for funding. Operating condition must be determined through an inspection by a participating dealership prior to submitting the application or by air district staff upon request. An

operational vehicle must be able to start, move in all directions, and have all operational parts.

- (7) Engine Verification: If the existing vehicle engine tag is missing, then verification of the engine information can be done with the engine serial number. The participant will be required to provide verification of the engine make, model, model year, engine serial number, and horsepower from the manufacturer. Verification can include a letter or a printout from an engine manufacturer or participating dealer.
- (8) Glider Kits: Existing glider kit vehicles are eligible to participate in the voucher program. The replacement vehicle has to be a complete Original Equipment Manufacturer (OEM) vehicle; i.e., the replacement vehicle cannot be a glider kit. Glider kits are replacement chassis and cab for on-road heavy-duty vehicles. Glider kits are identified with a vehicle identification number (VIN) starting with the letters "GL". In situations where the model years of the glider kit vehicle's chassis and engine differ, approval determination shall be made using the model year of the engine.
- (9) Existing Vehicle Body Components: The body of the existing vehicle does not play a part in the participation in the program. Program funds can only be used to purchase the new vehicle, not external body components or parts used for a particular vocation (i.e. dump body). Also, when destroying the existing vehicle, body components do not need to be destroyed.
- (10) Operation of Existing Vehicle After Approved for a Voucher: If the existing vehicle is in an accident or has an engine failure AFTER receiving approval for a voucher from the air district but prior to replacement, then the existing vehicle will still be eligible for receiving funds from the program as long as all other VIP requirements have been met.
- (11) Delivering the Existing Vehicle to the Dealer Prior to Taking Ownership of the Replacement Vehicle: The participant must deliver the existing vehicle in similar condition as it was in the pre-inspection. The district or dealer can reject the condition of the existing vehicle if it is deemed un-roadworthy or if parts were stripped from the existing vehicle. Reimbursement of the voucher will be withheld until the dealer or district approve of the condition of the existing vehicle.

(d) Existing Vehicle Requirements: Retrofit Projects

For retrofit projects, all existing vehicles must meet the following conditions before a VIP application will be approved and awarded a voucher.

- (1) Eligible Engine Model Years: The model year of the engine must be 2004-2006. Verification of the model year must be submitted in the application package. Verification can include a picture of the model year on the engine plate or written documentation from the manufacturer or participating dealer that matches the engine serial number to a particular model year.
- (2) Vehicles with an emissions control system that included a diesel particulate filter by the engine manufacturer are not eligible for funding.
- (3) Diesel-fueled Vehicles: The vehicle must operate on diesel fuel.
- (4) Weight Class: The vehicle must meet the criteria for either a medium heavy-duty vehicle or a heavy heavy-duty vehicle, as defined below.
 - i. To qualify for medium heavy-duty (MHD) funding levels, eligible vehicles must have a manufacturer Gross Vehicle Weight Rating (GVWR) of 19,501 or greater for the previous 24 months.
 - ii. To qualify for heavy heavy-duty (HHD) funding levels, eligible vehicles must have been registered by DMV with declared Combined Gross Vehicle Weight (CGW) range or declared Gross Vehicle Weight (GVW) range greater than 60,000 pounds for the previous 24 months. DMV weight codes corresponding to greater than 60,000 pounds are K, L, M, and N. If 24 months of CGW or GVW documentation is not available, then the vehicle must meet all of the following conditions to be eligible for HHD funding levels:
 1. The horsepower of the engine must be greater than 250 horsepower, and
 2. Vehicle must have a manufacturer GVWR greater than 33,000 pounds. Declared CGW or GVW may not be used to satisfy this criteria, and
 3. Current and valid vehicle registration must identify declared CGW greater than 60,000 pounds, and
 4. Manufacturer verification of GVWR and horsepower must be provided with the application.
- (5) Vehicle Title: A copy of the existing vehicle title must be submitted with the application package. The owner must be listed on the title as the owner of the vehicle and must have owned the vehicle during the previous twenty four (24) months. Retrofit project vehicles may, or may not, have an active lien-holder. If the vehicle title is not available at the time of application, all of the following may be used as alternative ownership documentation until a duplicate title is received from DMV: 1) copy of current and valid vehicle registration, and 2) copy of DMV Vehicle Registration Inquiry Report, and 3) copy of DMV receipt for duplicate title request. A copy of the duplicate

title must be received by the air district before payment is issued to the dealership.

(6) California Registration: The existing vehicle must have current California registration. The existing vehicle must also have been registered in California for the previous twenty four (24) months, or must have a minimum of eight (8) consecutive months of California DMV registration history supplemented by alternate documentation showing California operation for the past two (2) years. Copies of the DMV registration for the term specified above, and proof of insurance for the previous twenty four (24) months, must be submitted with the application package. The existing vehicle must be based in California. Applicants may provide proof of California registration by providing copies of California IRP (International Registration Plan) documents. Out-of-state registration and out-of-state IRP do not qualify for the VIP.

- Partial-Year California Registration Exception: If the existing vehicle operates seasonally, then it may be eligible to participate in the voucher incentive program if it has been registered in California for at least three (3) months per twelve (12) month period for the previous twenty four (24) months. DMV registration documentation for each month the vehicle was registered must be included in the application package. Trucks that are registered seasonally must meet the minimum annual usage requirements selected in Appendix O during the registered months.

(7) Operational Condition Verification: The vehicle must be in operational condition to qualify for funding. Operating condition must be determined through an inspection by a participating retrofit installer prior to submitting the application or by air district staff upon request.

(8) Engine Verification: If the existing vehicle engine tag is missing, then verification of the engine information can be done with the engine serial number. The participant will be required to provide verification of the engine make, model, model year, engine serial number, and horsepower from the manufacturer. Verification can include a letter or a printout from an engine manufacturer or participating dealer.

(e) Replacement Vehicle Requirements (Replacement Projects Only)

For replacement projects, all replacement vehicles must meet the following requirements before funding is awarded to the participant:

(1) Purchased from a Participating Dealership: The replacement vehicle must be purchased from a district-approved participating dealership.

- (2) Title: The replacement vehicle must have a clean title prior to purchase. The replacement vehicle must not have a salvage title and must not have been in an accident, repaired, and became available for resale.
- (3) California Registration: The replacement vehicle must be registered in California or in the California IRP.
- (4) Model Year: The replacement vehicle must have a 2007 model year or newer engine.
- (5) New or Used: The replacement vehicle can be new or used. Used vehicles must have less than 500,000 miles of operation.
- (6) Engine Emission Standards: Replacement vehicles may qualify for funding by meeting either the 2007 or 2010 emissions standards, as specified below. The corresponding funding levels for each emissions standard are found in Appendix O.
 - i. To qualify for funding under the 2007 emissions standards, the replacement vehicle must have an engine certified to an emissions standard or FEL level of 1.20 g/bhp-hr of NO_x and 0.01 g/bhp-hr of PM or cleaner
 - ii. To qualify for funding under the 2010 emissions standards, the replacement vehicle must have an engine certified to an emissions standard or FEL level of 0.20 g/bhp-hr of NO_x and 0.01 g/bhp-hr of PM or cleaner.
 - iii. An ARB Executive Order certifying that the engine meets this requirement must be included with the application package.
- (7) Weight Class:
 - i. If the existing vehicle qualified for funding as a heavy heavy-duty vehicle, then the replacement vehicle must be registered by DMV with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs, or
 - ii. If the existing vehicle qualified for funding as a medium heavy-duty vehicle, then the replacement vehicle must be within 20 percent of the existing vehicle GVWR, and
 - iii. If the ARB Executive Order for the existing vehicle engine specifies a medium heavy-duty Intended Service Class, the replacement vehicle engine must also be certified with a medium heavy-duty Intended Service Class.
- (8) Warranty Requirements: All replacement vehicles must have a minimum of a one-year / 100,000-mile major component engine warranty. The warranty must cover parts and labor. It is recommended that the highest-grade warranty be purchased in order to avoid expensive repairs in the

future. No Carl Moyer Program funds will be issued for maintenance or repairs related to the operation of the vehicle. The participant takes sole responsibility for ensuring that the vehicle is in operational condition.

- (9) Engine and Emission Control Modifications: Emission controls on the replacement vehicle engine cannot be modified in any manner. Unauthorized modification to engine performance (including changes in horsepower), emission characteristics, engine emission components (not including repairs with like-original equipment manufacturers replacement parts), or any other modifications to the engine's emission control function is not allowed.

(f) Retrofit Device Requirements (Retrofit Projects Only)

- (1) Only ARB-verified retrofits are eligible for funding.
- (2) Retrofit projects must use the highest level technically feasible technology verified for the engine being retrofitted. The retrofit device that achieves the highest level of PM reductions (Level 3: 85 percent reduction) and the highest level of NOx reductions is the highest level retrofit.
- (3) VIP funded retrofit devices may not be redesignated (i.e., removed from one vehicle and installed on another).
- (4) More information on retrofits, including a list of currently verified retrofits, is available at <http://www.arb.ca.gov/diesel/verdev/verdev.htm>. A searchable database of verified retrofits is available at <http://arb.ca.gov/diesel/verdev/vdb/vdb.php>.

(g) Air District Requirements

Air districts must implement the following program requirements:

- (1) The VIP guidelines and attachments provide all requirements for the program, therefore districts/dealers/grantees are not required to refer to the Carl Moyer Program Guidelines for Moyer funded VIP projects.
- (2) Each district must have a resolution of their Governing Board that commits the district to comply with all VIP requirements. If a district Governing Board granted broad authority to adopt a program like VIP, the granted authority must be sufficient to comply with all VIP requirements.
- (3) Districts may not add limitations to project criteria or make changes to the VIP Guidelines.

- (4) A district may request Carl Moyer Program funds if the district chooses to use those funds to implement the VIP as these funds become available. In order for a district to be approved for a funding request to implement the VIP, the district must provide verification of board approval to implement the VIP, a copy of at least one active dealer agreement, and a copy of at least one active dismantler agreement (as mentioned in (4)(e)(9)).
- (5) Districts must reject VIP applications if funds are not currently available. Districts cannot create a list of pre-approved VIP projects to receive funding in a future date.
- (6) Districts must create an addendum to their current CMP Policies and Procedures using the District VIP Policies and Procedures (Appendix B) within two (2) months after they begin implementation of the VIP. Districts are not required to submit this addendum to ARB but it must be available upon request.
- (7) Districts must use the program documents provided in the appendices. The documents may only be modified to include district logos and district contact information. The documents will be provided electronically to the participating air districts.
- (8) Districts must work to contract with vehicle dealerships or retrofit installers located in their air district before contracting with dealerships or retrofit installers located outside of their air district. Districts that do not have dealerships or retrofit installers within their air district can proceed directly to contract with dealerships or retrofit installers located outside of their air basin. Districts can contract with dismantlers located within or outside of their air district.
- (9) Districts must contract with vehicle dealerships, retrofit installers, and dismantler yards. Dealership and dismantler yard agreements must contain the language provided in Appendix C, C1, and D, respectively. If a dealership or retrofit installer has multiple locations, then the district either needs to have one agreement for each location or list each location in one agreement. The process for selection of dealerships, retrofit installers, and dismantler yards must be specified by the district in the District VIP Policies and Procedures.
- (10) Districts must ensure participating dealerships, retrofit installers, and dismantlers meet all VIP requirements. Districts must receive all requested documents from the dealership, retrofit installer, or dismantler prior to signing an agreement. Districts must maintain records verifying their participating dealerships, retrofit installers, and dismantlers meet the VIP requirements.

- (11) Districts must provide participating dealership, retrofit installer, and dismantler contact information to ARB within ten business days of entering into agreement.
- (12) Districts must ensure at least one representative from each participating dealership or retrofit installer is trained on the terms, conditions and requirements of the Program. Districts must describe how this will be accomplished in the District VIP Policies and Procedures.
- (13) Districts must work in coordination with ARB in outreach efforts to increase participation of vehicle owners, dealerships, retrofit installers, and dismantler yards. Districts must specify outreach efforts in the District VIP Policies Procedures.
- (14) Districts must provide all applicants, dealerships, and retrofit installers with application packages, inspection forms, and any other applicable VIP materials.
- (15) Districts cannot restrict where participating dealers and retrofit installers can send completed applications.
- (16) Districts must review and approve applications on a first-come, first-served basis, based on the date of receipt of the application by the district.
- (17) Districts must approve or reject applications within five (5) business days of receipt.
- (18) Districts must review an application package and approve a project once all program requirements have been met. To facilitate the review of the application package, the district must confirm that all requirements on the District Review Checklist: Initial Review have been met (Appendix E). The following application form fields are mandatory and must be filled in completely before the application may be approved:

Applicant Information: <ul style="list-style-type: none"> • Owner Name • Mailing Address (including City, State, Zip) • Physical Address (if different from mailing) • Owner Phone 	Third Party Information: <ul style="list-style-type: none"> • Third-Party Name • Mailing address (including City, State, Zip) • Physical Address (if different from mailing) • Phone • Third Party Signature & Date <p>Only required if a paid party other than the dealership completes the application</p>
Existing Vehicle and Engine Information: <ul style="list-style-type: none"> • Vehicle Make • Vehicle Model • Vehicle Model Year • Vehicle Identification Number (VIN) • License Plate Number 	Replacement Vehicle and Engine Information: (Replacement Projects Only) <ul style="list-style-type: none"> • Vehicle Make • Vehicle Model • Vehicle Model Year • Odometer Reading

<ul style="list-style-type: none"> • Odometer Reading • Vehicle Operational • GVWR • Engine Make • Engine Model • Engine Model Year • Serial Number • Engine Family Number • Engine operational • Fuel used 	<ul style="list-style-type: none"> • GVWR • Engine Make • Engine Model • Engine Model Year • Engine Family Number • Engine operational • Fuel used • CARB Executive Order Number
<p>Dealership/Retrofit Installer Information: All fields must be filled out or a business card must be attached</p>	<p>Retrofit Device Information: <i>(Retrofit Projects Only)</i></p> <ul style="list-style-type: none"> • Retrofit Device Make • Retrofit Device Model • Retrofit Device ARB Executive Order # • ARB-verified PM reduction % • ARB-verified NOx reduction % • Retrofit device cost • Cost of retrofit device with installation
<p>Inspection Forms: all applicable forms must be filled in based on the information required above for the existing and replacement vehicles.</p>	<p>Applicant Recitals Owner must sign and date application</p>

- (19) Districts must enter the Vehicle Identification Number (VIN) into the CARL database as part of the initial review of the application to ensure that the existing vehicle has not already applied for funding. If the VIN has already been entered into the CARL database, then the district must reject the application.
- (20) Dismantle inspections must be conducted by district staff. For all other inspections listed below, districts have the option of conducting inspections or having the dealership conduct the inspections. If the district decides to conduct the inspections, the inspections must be scheduled and completed within the following timeframes:
- Pre-inspection of the existing vehicle must be completed within five (5) business days of the receipt of the application or request by the applicant or dealership.
 - Post-inspection of the replacement vehicle or retrofit device must be completed within three (3) business days of being notified by the dealership or installer.
 - Pre-dismantle inspection of the existing vehicle must be completed within three (3) business days of being notified by the dealership. The pre-dismantle inspection is to verify the existing vehicle is in similar operating condition as in the pre-inspection. If the existing vehicle has been stripped of major parts or accessories, the district may withhold payment until the existing vehicle is restored to its previous state.

- (21) For approved projects, the district must provide an Approved Voucher Package to the dealership or retrofit installer, as applicable. An approved voucher package includes the following documents:
- Voucher (Appendix F)
 - Receipt of Voucher (Appendix G)
 - Dealer Reimbursement Invoice (for immediate signature and return to the district – Appendix H)
 - Post-inspection (replacement vehicle) and Pre-dismantle (existing vehicle) Inspection Forms (Appendix I)
 - Dealer Reimbursement Package Checklist (Appendix J)
- (22) If a submitted application is incomplete, illegible, or any documentation is missing or unclear, the district must reject the application immediately and return it to the applicant.
- (23) Rejected projects: Districts must mail or e-mail an application rejection letter and the application package to the applicant if their application has been rejected. This letter must be issued by the end of the five-day (5) review period. The district must state the reason(s) for the rejection on the rejection letter. If an application is rejected because the VIN is already in the CARL database, then the district should note this is the reason for rejection on the rejection letter and keep it in the project folder. The district must also notify the dealer or installer by mailing or e-mailing a copy of the rejection letter. A template of the rejection letter is in Appendix K.
- (24) Payment Goal: A goal of the program is to ensure payment can occur when the existing vehicle is turned into the dealership and the replacement vehicle is ready for purchase, or when the retrofit installation is complete. The district shall work towards achieving this goal and should notify the dealership or installer of any delays in issuing payment.
- (25) Project Payment Options: In order to achieve the payment goal, districts have two project payment options. The first option is to immediately begin the disbursement process for the approved voucher project after receiving a signed Reimbursement Invoice (Appendix H). Payment must not be distributed until a district-approved Reimbursement Package has been submitted by the dealership or installer. The second option is to begin the disbursement process and issue payment within ten (10) business days of receipt of a completed reimbursement package. Districts must include in the District VIP Policies and Procedures the option that is implemented.
- (26) District Payment Checklist: Districts should use the District Payment Review Checklist to help review if a complete reimbursement package has been submitted and payment can be issued (Appendix L). Districts must keep a copy of the check with all project documents.

- (27) If the process of payment is delayed, the district must notify the dealership or installer by phone or e-mail at the earliest possible time of such delay.
- (28) If the reimbursement package is not complete, the district will mail or e-mail a reimbursement package rejection letter explaining the discrepancy to the dealership or installer (appendix M) and keep a copy of this letter.
- (29) Districts must enter all project data information into the CARL database within five (5) business days of approving an application for a voucher. Payment information should be submitted within five (5) business days after payment is issued.
- (30) Districts must conduct the dismantle inspection of the existing vehicle at the dismantler within 60 calendar days of being notified the existing vehicle has been delivered to the dismantler yard. Inspection forms are in Appendix I. The dismantle inspection should include verification of engine destruction, vehicle frame rails are completely severed, and verification the dismantler yard has filed a Notice of Acquisition/Report of Vehicle To Be Dismantled (REG 42) with DMV. Verification can include a copy of the form filed with DMV. Districts must also receive official verification from the dismantler that the REG 42 form has been accepted by DMV. This verification may occur after the dismantle inspection.
- (31) Districts must mail out annual usage survey reports to participants (Appendix N) for three (3) years after the project has been funded. The district must also input data from the returned surveys into CARL. ARB will ensure all other participant voucher requirements are met.
- (32) Records Retention: Districts must retain all records of approved voucher projects for a minimum of five (5) years from the date of issuing the voucher. For rejected projects, districts must maintain a copy of the application, the rejection letter, and method of notification for five (5) years from the date the application was received.
- (33) Audit and Monitoring: Districts must allow ARB to monitor their voucher program, which includes audits of the district's implementation of the program. Most ARB VIP audits will occur during a regular Carl Moyer Program audit, however ARB may request project information on an as needed basis.
- (34) Audit of Participating Dealers and Retrofit Installers: Districts that do not conduct 100 percent of required inspections must audit 5 percent of each type of inspection (pre, post, and pre-dismantle). Audits should be done randomly and occur throughout the implementation timeline of the district. Below is a table of audit requirements for the districts to follow.

Type of Audit Inspection	Purpose(s)	Timing of Audit Inspection
Pre-inspection	<ul style="list-style-type: none"> Verify existing truck is in operational condition Verify existing truck application information 	After application is submitted to district but prior to approving the application.
Post-inspection	<ul style="list-style-type: none"> Verify replacement truck meets emission standard: or Verify that retrofit device as installed matches executive order verification Verify application information 	After replacement truck is delivered or retrofit installation, and prior to payment being issued
Pre-dismantle inspection (Replacement projects only)	<ul style="list-style-type: none"> Verify existing truck is in operational condition and has not been stripped of parts Verify existing truck application information 	After existing truck is delivered to dealership and payment is issued. Existing truck is at dealership location

- Districts that conduct 100% of the VIP inspections are not required to audit dealerships.

(35) Meeting Environmental Justice Requirements: Districts with environmental justice (EJ) requirements shall not apply the requirements to VIP application review. After each year of implementation, the district may review each funded project to determine if it helps to meet district EJ requirements. If those requirements have not been met, other Carl Moyer funded projects will need to be used to fulfill the EJ requirement.

(h) Dealership Requirements

- (1) Dealership participation is an important component of the VIP. Dealers are responsible for providing participants with assistance in the application process. This includes ensuring compliance with all program requirements. Participating vehicle dealers are required to:
 - a. enter into an agreement with at least one district in order to be a participating dealer in the VIP. Dealerships may choose to enter into agreements with more than one district. Template language that will be included in this agreement can be found in Appendix C; the air district will provide the dealer with exact language.

- b. warrant that it meets the following minimum qualifications, and will continue to meet these qualifications throughout its participation in the Program:
 - 1. Dealership has had a valid business license issued in California for a minimum of the last two years. Dealerships may meet this requirement by providing documentation of being registered with DMV as a licensed vehicle dealership.
 - 2. Dealership maintains a minimum of one (1) employee that has successfully completed the training by the District regarding the terms, conditions and requirements of the Program. If a participating dealership maintains more than one location for truck sales, then each location must have at least one employee trained on the VIP.
 - 3. Dealership agrees to allow the District or ARB to inspect vehicles or audit program records covered under this Agreement during normal business hours.
- c. provide accurate information about the VIP to applicants.
- d. help participants complete the VIP application package. It is important to make sure that all information is filled out correctly and that the participant understands the VIP requirements.
- e. show the voucher amount on the replacement vehicle invoice. The voucher does not reduce the purchase price of the truck, but is an incentive to the truck owner that will result in a lower price paid by the participant. The receipt of voucher funds does not lower the base price nor does it reduce the tax basis of the truck.
- f. submit the completed application package to the district. ARB recommends that dealers submit applications to the district closest to an applicant's physical address. Incomplete application packages will be rejected and returned to the applicant. The dealer will also be notified of the reasons for rejection (Appendix K).
- g. ensure the title for the replacement vehicle is registered to the participant in California. If the replacement vehicle is not registered in California, the voucher will be invalid and not be paid.
- h. ensure the replacement vehicle is registered with a declared Gross/Combined Gross Vehicle Weight rating greater than 60,000 pounds (for heavy heavy-duty replacements only; does not apply to medium heavy-duty replacements).

- i. ensure any used replacement vehicles have less than 500,000 miles of operation.
 - j. ensure the existing vehicle is delivered to the dealership prior to releasing the replacement vehicle.
 - k. ensure the existing vehicle is in similar condition as found in the pre-inspection. The dealer should reject the condition of the existing vehicle if it is deemed un-roadworthy or if parts were stripped from the existing vehicle. Reimbursement of the voucher will be withheld until the dealer (or district) approves of the condition of the existing vehicle and is delivered to the dealership.
 - l. ensure the existing vehicle and its original, signed title remains in dealership custody and is sent to a participating dismantler yard for destruction within 30 business days of dealership taking truck possession. Immediately notify the district of the location and date of delivery of the existing vehicle to the dismantler.
- (2) Application Package: To ensure that an application package is complete, the dealer must ensure that all the following items are complete and included in the participant's submission to the district. An applicant checklist is available for participants and dealerships to use (Appendix A). The following must be completed before a voucher will be issued:
- a. Submit a signed and complete application.
 - b. Submit all other applicant-required documentation as listed in these guidelines and on the application checklist
 - c. If required by the district, inspect and provide documentation showing that the existing vehicle is operational and roadworthy. The district may decide to conduct the inspections and will notify the dealership of this.
 - d. Submit digital photographs of the existing vehicle to the district. The district will specify the required format of digital photos as listed on the inspection form in appendix C. Before submitting photographs to the district, dealers must verify that photographs are clear with a minimum capture resolution of 640X480. Dealers can submit photos of more than one truck inspection on a disk or other media as long as the pictures are clearly labeled. All Vehicle Identification Numbers (VIN) and engine serial numbers (ESN) must be legible.

- (3) Dealer Reimbursement Package: Prior to receiving reimbursement, the dealer must submit a reimbursement package to the district. A checklist is available for the dealers (Appendix J). The following documents should be included in the reimbursement package:
- a. Reimbursement Invoice (appendix H) should be signed and returned to the district upon receipt
 - b. Final dealership invoice signed by the applicant that shows the final purchase price less the voucher award
 - c. Receipt of Voucher signed by the participant
 - d. The original Voucher
 - e. Copy of DMV registration paperwork showing vehicle registered to the participant in California. If the existing vehicle qualified for funding as a heavy heavy-duty vehicle, then the replacement vehicle must be registered by DMV with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs. If the existing vehicle qualified for funding as a medium heavy-duty vehicle, then the replacement vehicle must have a manufacturer GVWR between 19,501 through 33,000 pounds, and must be within 20% of the existing vehicle GVWR.
 - f. Copy of finance documentation (if applicable)
 - g. Copy of replacement vehicle warranty
 - h. Copy of title of existing vehicle signed and dated by applicant
 - i. Inspection forms and pictures of the existing vehicle after it is turned in to the dealership as specified in appendix I.
 - j. Inspection forms and pictures of the replacement vehicle as specified in appendix I.
 - k. Location of the dismantler yard that the existing vehicle will be destroyed.
 - l. Date the existing vehicle is delivered to or picked up by a participating dismantler.

(i) Retrofit Installer Requirements

- (1) Retrofit installer participation is an important component of the VIP. Retrofit installers are responsible for providing participants with assistance in the application process. This includes ensuring compliance with all program requirements. Participating retrofit installers must do the following:
- a. Enter into an agreement with at least one district in order to be a participating installer in the VIP. Language that will be included in this agreement can be found in Appendix C(1). The air district will provide the installer with the exact contract language once the installer has expressed interest in participating.
 - b. Installers may choose to enter into an agreement with more than one district.
 - c. Installer Qualifications: Installer warrants that it meets the following minimum qualifications for participation in the Program, and will continue to meet these qualifications throughout its participation in the Program.
 - 1. Installer has had a valid business license issued in California for a minimum of the last two years.
 - 2. Installer maintains a minimum of one (1) employee that has successfully completed the training by the District regarding the terms, conditions and requirements of the Program. If a participating installer maintains more than one location, then each location must have at least one employee trained on the VIP.
 - 3. Installer agrees to allow the District or ARB to inspect vehicles or audit program records covered under this Agreement during normal business hours.
 - d. Provide accurate information about the VIP to applicants.
 - e. Help the participants complete the VIP application package. It is important to make sure that all information is filled out correctly and that the participant understands the VIP requirements.
 - f. Installers must show the voucher amount on the retrofit device invoice. The voucher does not reduce the purchase price of the retrofit, but is an incentive to the truck owner that will result in a lower price paid by the participant. The receipt of voucher funds does not lower the base price of the retrofit nor does it reduce the tax basis of the retrofit.

- g. Once the application package is complete, submit the application package to the district. Incomplete application packages will be rejected and returned to the applicant. The installer will also be notified of the reasons for rejection (Appendix K).
 - h. Application Submittal Recommendation: ARB recommends that installers submit applications to contracted districts that are closest to an applicant's physical address.
- (2) Application Package: To ensure that an application package is complete, the installer must ensure that all the following items are complete and included in the participant's submission to the district. An Application Checklist is available (Appendix A). The following must be completed before a voucher will be issued:
 - a. Submit a signed and complete application.
 - b. Submit all other applicant-required documentation as listed in these guidelines and on the application checklist
 - c. If required by the district, inspect and provide documentation showing that the existing vehicle is operational and roadworthy. The district may decide to conduct the inspections and will notify the installer of this.
 - d. Submit digital photographs of the existing vehicle to the district. The district will specify the required format of digital photos as listed on the inspection form in appendix C. Before submitting photographs to the district, installers must verify that photographs are clear with a minimum capture resolution of 640X480. Installers can submit photos of more than one truck inspection on a disk or other media as long as the pictures are clearly labeled. All Vehicle Identification Numbers (VIN) and engine serial numbers (ESN) must be legible.
- (3) Reimbursement Package: Prior to receiving reimbursement, the installer must submit a Reimbursement Package to the district. A checklist is available (Appendix J). The following documents should be included in the reimbursement package:
 - a. Reimbursement Invoice (appendix H) should be signed and returned to the district upon receipt
 - b. Final invoice signed by the applicant that shows the final purchase price less the voucher award

- c. Receipt of Voucher signed by the participant
- d. The original Voucher
- e. Copy of DMV registration paperwork showing vehicle registered to the participant in California. If the vehicle qualified for retrofit funding as a heavy heavy-duty vehicle, then the vehicle must be registered by DMV with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs. If the vehicle qualified for retrofit funding as a medium heavy-duty vehicle, then the vehicle must have a manufacturer GVWR between 19,501 through 33,000.
- f. Copy of finance documentation (if applicable)
- g. Copy of retrofit warranty
- h. Copy of vehicle title
- i. Inspection forms and pictures of the vehicle before it is retrofitted as specified in Appendix I.
- j. Inspection forms and pictures of the vehicle after retrofit is complete as specified in Appendix I.

(j) Dismantler Requirements

For replacement projects, ARB requires that the existing vehicle is destroyed. Destruction of the existing vehicle chassis and engine permanently removes the old, high-emitting vehicles from operation. This requirement has been established to ensure that emission reductions are real. It prevents the existing vehicles from being moved into another locale to continue emitting high levels of pollutants. Districts will establish a list of participating dismantlers that existing vehicles can be delivered to or picked up for destruction.

A dismantler must enter into an agreement with at least one district to participate in VIP. Appendix D lists the terms that must be included in the district/dismantler agreement. The following are requirements for participating dismantlers.

- (1) Participating vehicle dismantlers are required to meet the following requirements in order to participate in the VIP and provide verification to the district:
 - Be licensed by the Department of Motor Vehicles (DMV) as a Dismantler;

- Have a current, valid California Environmental Protection Agency (Cal/EPA) Hazardous Materials Generators Permit; and
 - Be in compliance with all local, state and federal laws and regulations.
 - Owner must have a minimum of one (1) active employee who received training by the District on the requirements of the Program. If a dismantler has more than one location, then the dismantler must have at least one (1) active employee trained by the District at each location that will be accepting VIP trucks.
 - Dismantler has had a valid California business license for a minimum of the last two years.
- (2) Funding is not available for the dismantling of any existing vehicle.
- (3) The dismantler must agree to do the following:
- Destroy the existing vehicle within 60 days of receipt. Destruction of the vehicle includes completely severing the frame rails so that the frame is no longer capable of being used in a vehicle.
 - The existing vehicle's engine must be destroyed and rendered useless. A minimum 3-inch diameter hole must be put into the engine block.
 - The dismantler must notify the district that a vehicle is destroyed and ready for inspection.
 - The destruction of the engine and vehicle must be documented by the district. The district must verify in-person the vehicle identification numbers and engine serial number.
 - The dismantler must provide verification that the existing vehicle is registered with DMV as non-repairable. Verification of filing DMV Form 488C or REG 42 must be provided to the district at the dismantle inspection. Within 90 calendar days of the dismantle inspection date, the dismantler must also provide verification to the district from DMV that the existing vehicle has been registered with DMV as non-repairable (non-revivable) with a transaction code L10 (non-original Junk Non-Revivable) or C26 (Junk Non-Revivable Original).

5. Definitions

For the purposes of the VIP, definitions are as follows:

Body Components: Any components of a vehicle specific to the actual vocation of the vehicle. This does not include any components that are directly related to the propulsion of the vehicle, common component of a vehicle (i.e. steering wheel, seats, etc.), or related to the rigid structure of the tractor.

Declared Gross Vehicle Weight Range (GVW): The weight that equals the total unladen weight of the vehicle plus the heaviest load that will be transported on the vehicle. (Vehicles that haul a load, but do not pull another vehicle). Declared Gross Vehicle Weight Range as defined by DMV under the Commercial Vehicle Registration Act on DMV form REG. 4008.

Declared Combined Gross Vehicle Weight Range (CGW): The total unladen weight of the combination of vehicles plus the heaviest load that will be transported by the combination of vehicles. (Vehicles that pull another vehicle). Declared Combined Gross Vehicle Weight Range as defined by DMV under the Commercial Vehicle Registration Act on DMV form REG. 4008.

Dismantler: A place of business whose purpose is to destroy heavy-duty vehicles and engines that also meet the requirements of section (g).

Drayage Truck: A in-use on-road vehicle with a gross vehicle weight rating (GVWR) of 33,000 pounds or greater operating on or transgressing through port or intermodal rail yard property for the purpose of loading, unloading or transporting cargo, such as containerized, bulk or break-bulk goods. More information on trucks that must comply with this rule can be found at:

<http://www.arb.ca.gov/msprog/onroad/porttruck/porttruck.htm>

Existing Vehicle: For replacement projects, the existing vehicle is the vehicle that will be turned in by the applicant for dismantling and destruction. For retrofit projects, the existing vehicle is the vehicle that will have a retrofit device installed.

Gross/Combined Gross Vehicle Weight Range: The range a commercial vehicle is declared when registering a commercial vehicle under the Commercial Vehicle Registration Act (CVRA) using DMV Form Reg. 4008.

Heavy-duty vehicle (HDV): Defined as a vehicle with a Gross Vehicle Weight Rating (GVWR) greater than 14,001 lbs.

Heavy-Heavy Duty Trucks: For the purpose of the VIP, heavy-heavy duty vehicles are defined as having been registered with DMV with a declared Gross/Combined Gross Vehicle Weight Range of greater than 60,000 lbs. for the previous two years.

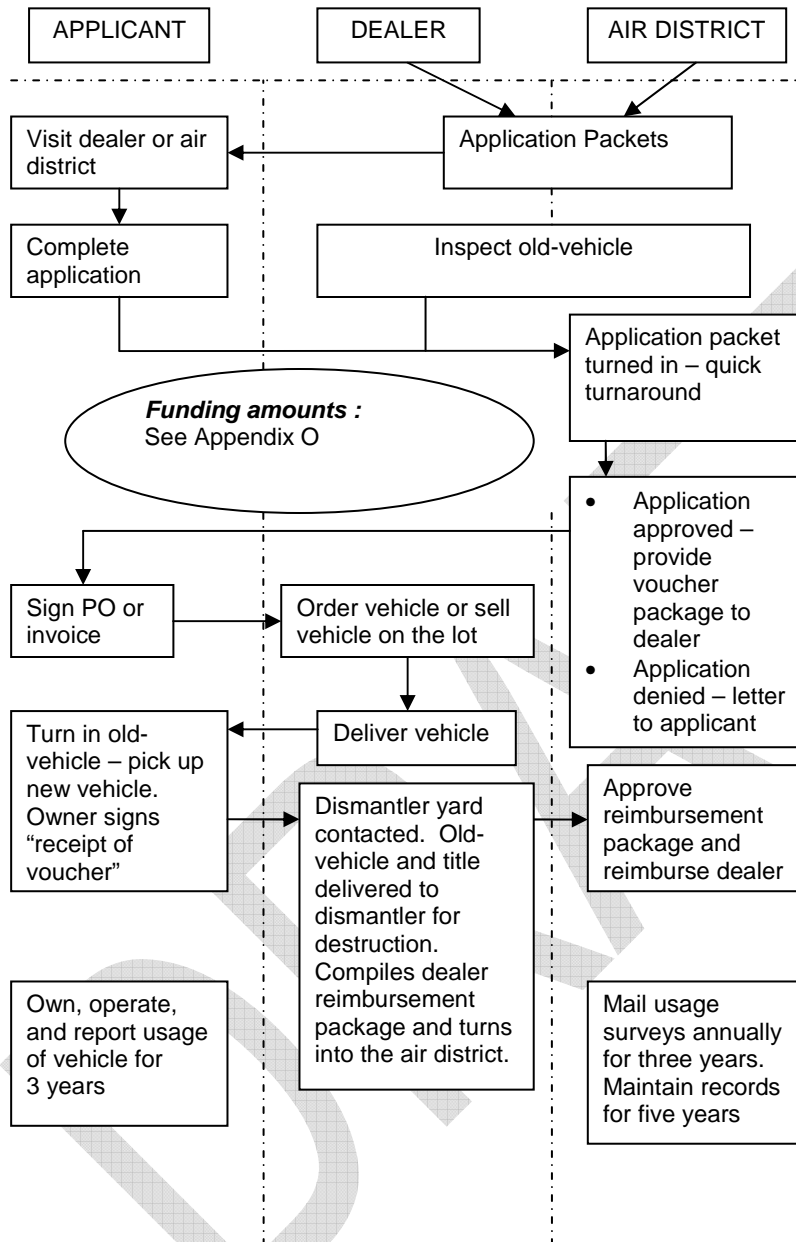
Participating Dealership: A dealership that has an agreement with an air district to participate in the VIP.

Participating Dismantler: A dismantler that has an agreement with an air district to participate in the VIP.

Small Fleets: Has the same meaning as defined in the Statewide Truck & Bus Regulation at Cal. Code Regs., tit. 13, § 2025(d)(34)(F): “‘Small Fleet’ means a fleet with three or fewer vehicles. When determining fleet size, all of the vehicles under common ownership and control must be counted.”

Verified Diesel Emission Control Strategy (VDECS): an emission control strategy (retrofit device) that has been verified pursuant to the “Verification Procedure, Warranty and In-Use Compliance Requirements for In-Use Strategies to Control Emissions from Diesel Engines” in Title 13, California Code of Regulations, commencing with section 2700.

Voucher Incentive Program Truck Replacement Flow Chart



Appendix A

VOUCHER INCENTIVE PROGRAM Application Package

- Please print clearly or type all requested information on this application.
- Submit all supporting documentation listed on the application checklist on pg. 2.
- Complete one application for each heavy-duty on-road vehicle.
- **If the submitted application is incomplete, illegible, or any documentation is missing or unclear, the application will be rejected immediately and returned to the applicant.**

Eligibility Criteria

To be eligible for funding in the Voucher Incentive Program, projects must meet the criteria described in the Voucher Incentive Program Guidelines. These criteria include, but are not limited to, the following:

- Fleet Size: Owner/ Applicant may not own more than three (3) on-road heavy-duty diesel-fueled vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 14,000 lbs. Owners of medium and large on-road vehicle fleets are not eligible to participate.
 - Regulations: The purchase of this low-emission vehicle or retrofit device is not required by any local, state, and/or federal rule or regulation, including the Drayage Truck Regulation. **Note**: VIN numbers will be added to the Drayage Truck Registry as “non-compliant” for up to three years after replacement truck delivery or retrofit installation.
 - Existing Engine Model Year: For replacement projects, the applicant must prove that the existing vehicle is equipped with a model year 2002 or older engine. For retrofit projects, the applicant must prove that the existing vehicle is equipped with a model year 2004 through 2006 engine.
 - Weight Range: Applicant must prove that the existing vehicle meets the criteria for either a medium heavy-duty vehicle or a heavy heavy-duty vehicle as defined below:
 - To qualify for medium heavy-duty (MHD) funding levels, eligible vehicles must have a manufacturer Gross Vehicle Weight Rating (GVWR) of 19,501 or greater.
- OR-**
- To qualify for heavy heavy-duty (HHD) funding levels, eligible vehicles must have been registered by DMV with declared

Combined Gross Vehicle Weight (CGW) range or declared Gross Vehicle Weight (GVW) range greater than 60,000 pounds for the previous 24 months. If 24 months of CGW or GVW documentation is not available, then the vehicle must meet the alternative criteria described in VIP Guidelines section 4(c)(3)(ii).

- Vehicle Title: Applicant must prove ownership of the existing vehicle for the previous twenty four (24) months. For truck replacement projects, the title must show that there is no lienholder.
- Registration: Applicant must prove that the existing vehicle has been registered in California for the previous twenty four (24) months, or for the previous eight (8) continuous months with corresponding California usage documentation.
- Insurance: Applicant must prove that the existing vehicle has been insured for the previous twenty four (24) months.
- Usage: Applicant must provide the previous twenty four (24) months of vehicle usage documentation (fuel consumption or miles driven) in California. The existing vehicle must have met the selected mileage or fuel usage requirements in Appendix O in each of the previous twenty four (24) months.
- Applying for Funds: Applicant may only apply for funds through the Voucher Incentive Program to one air district at a time. Applicant cannot apply for any other grant funds to replace or retrofit this vehicle.
- Two-for-One Vehicle Replacements: If an applicant is applying to replace two existing vehicles with one replacement vehicle, then two applications and supporting documentation must be submitted. Please specify this on the application by checking the Two-for-One Option.

VOUCHER INCENTIVE PROGRAM Application Checklist

Applicant Information	Dealer Information
Company:	Dealership:
Owner:	Salesperson:
Phone:	Phone:
FAX:	FAX:
E-mail:	E-mail:
<i>Option: attach business card</i>	<i>Option: attach business card</i>

√	Applicant Requirements
<input type="checkbox"/>	Completed application (signed & dated in ink)
<input type="checkbox"/>	Copy of existing vehicle title (no lienholder for replacement projects)
<input type="checkbox"/>	Vehicle usage documentation (for previous twenty four (24) months) <input type="checkbox"/> Fuel records <input type="checkbox"/> Mileage records
<input type="checkbox"/>	Vehicle usage documentation for the existing vehicle must prove : <input type="checkbox"/> selected mileage level per year for previous twenty four (24) months OR <input type="checkbox"/> selected gallons per year consumed for previous twenty four (24) months
<input type="checkbox"/>	Copy of existing vehicle DMV registration for the previous twenty four (24) months – if existing vehicle is registered for part of a year, provide proof of registration for all months registered; or DMV registration for previous eight (8) consecutive months. AND Copy of existing vehicle insurance cards (for the previous twenty four (24) months)
<input type="checkbox"/>	Inspection Form for the existing vehicle signed by a participating dealership, retrofit installer, or air district
<input type="checkbox"/>	Digital photos of the existing vehicle
<input type="checkbox"/>	Verification of existing engine model year from the manufacturer or dealership
<input type="checkbox"/>	Signed and dated quote and specification sheet for the replacement vehicle or retrofit device
<input type="checkbox"/>	ARB Executive Order for replacement vehicle engine or retrofit device
<input type="checkbox"/>	If replacing two existing vehicles with one replacement vehicle, submit an application and the above information for each existing vehicle. Check the box on the application marked “Two-for-One Option”.

VOUCHER INCENTIVE PROGRAM Application

Date Received:
(For office use only)

Applicant Information

Owner Name:	Company Name:	
Mailing address:		
City:	State:	Zip Code:
Physical address:		
City:	State:	Zip Code:
Owner E-mail:	Owner Phone:	

Third Party Information

This box needs to be filled out if application is completed by anyone being paid to complete the application on the owner's behalf. Dealers do not need to complete this section.		
Third-Party Name:	Company Name:	
Mailing address:		
City:	State:	Zip Code:
Physical address:		
City:	State:	Zip Code:
Phone:	E-mail:	
Third Party Signature:	Date:	

Existing Vehicle and Engine Information

☐ Two-for-One Option

VEHICLE INFORMATION:			
Vehicle Make:	Vehicle Model:	Vehicle Model Year:	
Vehicle Identification Number:	License Plate Number:	Date of Manufacture:	
Odometer Reading:	Vehicle operational? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DOT Number (if interstate):	CHP number (if applicable):	Fleet ID:	
Cab Style: <input type="checkbox"/> Conventional <input type="checkbox"/> Cab-over	Manufacturer GVWR:	GVW or CGW:	
Engine Information:			
Engine Make:	Engine Model:	Engine Model Year:	Date of Manufacture:
Serial Number:	Engine Family Number:	Horsepower:	
Engine operational? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fuel used? <input type="checkbox"/> Diesel <input type="checkbox"/> Other: _____		

Replacement Vehicle and Engine Information (If Applicable)

VEHICLE INFORMATION:			
Vehicle Make:		Vehicle Model:	
Vehicle Model Year:		Vehicle Identification Number (if available):	
License Plate Number (if available):		Date of Manufacture:	
Odometer Reading:		Vehicle operational? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOT Number (if interstate):		CHP number (if applicable):	
Delivery Date:		Cab Style: <input type="checkbox"/> Conventional <input type="checkbox"/> Cab-over	
Manufacturer GVWR:		GVW or CGW:	
Engine Information:			
Engine Make:		Engine Model:	
Engine Model Year:		Date of Manufacture:	
Serial Number (if available):		Engine Family Number:	
Horsepower:		Engine operational? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fuel used? <input type="checkbox"/> Diesel <input type="checkbox"/> Other: _____		CARB Executive Order Number:	

Retrofit Device Information (If Applicable)

Retrofit device make:		Retrofit device model:	
Retrofit device ARB executive order #:		Retrofit device serial # (if available):	
ARB-verified PM reduction (%):		ARB-verified NOx reduction (%):	
Retrofit device cost:	Installation date:	Cost of retrofit device with installation:	

Dealership/Retrofit Installer Information (or attach business card)

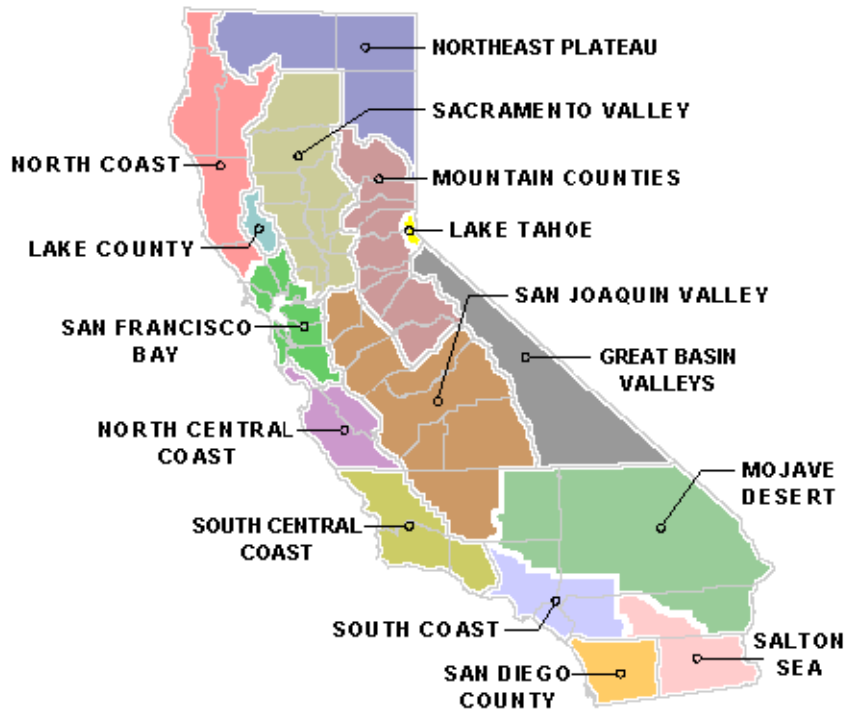
Contact Person:		Business Name:	
Phone:		Address:	
City:		State:	Zip Code:

Operational Area

Using the map below, estimate the percentage of your annual mileage or usage that will occur in each area. *This information is required, but will NOT affect your eligibility or potential funding amount.*

North Coast:	Northeast Plateau:
Lake County:	Sacramento Valley:
San Francisco Bay:	Mountain Counties:
North Central Coast:	Lake Tahoe:
South Central Coast:	San Joaquin Valley:
South Coast:	Great Basin Valleys:
San Diego County:	Mojave Desert:
	Salton Sea:
<i>Note: The total of all percentages must equal 100.</i>	

California Air Basins



By submitting this application, I certify under penalty of perjury that the information on this application is accurate and true:

- I am the owner of the existing vehicle(s);
- The company is a small fleet, owning no more than three on-road heavy-duty diesel-fueled vehicles;
- The information provided in this application and all supporting documentation are true and correct and meet the minimum requirements of the Voucher Incentive Program;
- The existing vehicle(s) must have operated at least 75% of the time in California during each twelve (12) month period for the previous twenty four (24) months;
- I have not and will not apply for additional grant funds from any other entities or programs for this vehicle;
- The purchase of this low-emission vehicle or retrofit device is NOT required by any local, state, and/or federal rule or regulation, including the Drayage Truck Regulation;
- I understand that for a period of three years from delivery date, I will not engage in any activities that are subject to the Drayage Truck Regulation, including accessing any regulated port or intermodal rail facility;
- If receiving funding according to heavy heavy-duty funding levels, I understand that I must register the replacement vehicle with the California Department of Motor Vehicles with a declared Gross/Combined Vehicle Weight range greater than 60,000 lbs;
- I understand that I must be in compliance and remain in compliance with all applicable federal, state, and local air quality rules and regulations;
- I understand that an incomplete or illegible application, or if any required documentation is missing, this application will be immediately rejected and returned to me;
- I understand that I can reapply for project funding if this application is rejected because it was incomplete, illegible, or missing required documentation;
- I understand as an applicant that incentive programs have limited funds and shall terminate upon depletion of program funding;
- I have the legal authority to apply for incentive funding for the entity described in this application; and
- I agree to the above statements by signing below.

Owner Signature:

Date:

Printed Name:

Title:

Please attach all documentation listed on the application checklist

Please submit this application to the air district below. If you have any questions in completing your application, please contact:

<Air District Contact Information>

Appendix B
VOUCHER INCENTIVE PROGRAM
District VIP Policies and Procedures

NOTE to DISTRICT:

The program elements listed do NOT constitute District's entire Policies and Procedures. This is an addendum to the District's already existing Policies and Procedures in order to explain how to administer the Voucher Incentive Program. The terms have been prepared to facilitate the District's preparation of their Voucher Incentive Program Policies and Procedures. The District must ensure the intent of the VIP Guidelines are met and include the program elements listed below into their VIP District Policies and Procedures.

1. PROGRAM APPROVAL

How the District is obtaining approval to implement the Carl Moyer On-Road Heavy-Duty Vehicle Voucher Incentive Program.

2. a. DEALER SELECTION

The processes the District goes through to solicit and select dealers to go into agreement with.

b. RETROFIT INSTALLER SELECTION

The processes used by the District to solicit and select retrofit installers to enter into agreement with.

3. DISMANTLER SELECTION

The processes the District goes through to solicit and select dismantlers to go into agreement with.

4. PAYMENT PROCESS

The option in which the District chooses to reimburse and issue payment to the dealership or retrofit installer. There are two options:

- a.) To start the disbursement process as soon as they receive a Reimbursement Invoice, OR
- b.) To start the disbursement process and issue a check within ten (10) business days of receiving a completed Reimbursement Package.

5. DOCUMENTATION

The method in which the District chooses to document the activities and progress of the Voucher Incentive Program.

6. AUDITS

How the District chooses to audit and inspect the projects. There are two options:

- a.) The District can choose to do all pre and post-inspections.
- b.) If the District chooses to have dealerships and retrofit installers do the inspections the District must audit 5% of each inspection (pre-inspection, post-inspection, and pre-dismantle inspection). The audits should be done randomly. The District must outline how they will conduct audits in the VIP Policies and Procedures.

7. DEALER & RETROFIT INSTALLER TRAINING

The District's method for working with ARB and setting up training for the participating dealers and retrofit installers on the Voucher Incentive Program. If the District chooses to have dealers and retrofit installers do the inspections, the District must specify the media in which the inspection photographs will be submitted to the District. The District must work with ARB in coordinating training and materials.

8. DISMANTLER TRAINING

The District's method for working with ARB and setting up training for the participating dismantlers on the Voucher Incentive Program.

9. OUTREACH

The District's plan on outreach and their method of collaborating with ARB in the outreach goal for the Voucher Incentive Program.

Appendix C
VOUCHER INCENTIVE PROGRAM

Dealership Agreement Terms to be included in Master Agreement
Between the District and Dealer

NOTE to DISTRICT:

The terms listed do NOT constitute District's entire Agreement; standard District Agreement language (such as, confidentiality, termination, indemnification, insurance, etc.) must be included in conjunction with the items below. The terms have been prepared to facilitate the District's preparation of Agreement. The District must include the terms listed below and supersede any additional terms included by the District.

1. The District has not reviewed the Dealership's operations or reached any conclusion on the quality of the Dealership's operations. The District is permitting the Dealership to enter into this Agreement solely because Dealership has represented to the District that it is aware of the California Air Resources Board Voucher Incentive Program Guidelines (Guidelines) goals, and agrees to abide by the Program requirements and Guidelines.
2. The District and Dealership agree that if the California Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall be of no further force and effect. In this event the State shall have no liability to pay any funds whatsoever to the District and Dealership or to furnish any other considerations under this Agreement.
3. Payment: The District will not pay or otherwise directly reimburse or compensate in any way the Dealership for its services rendered in keeping with this Agreement, but the benefit received by Dealership under this Agreement is the opportunity to participate in the Program, which includes the corresponding opportunity for the Dealership to profit from the sale of vehicles to Program Participants.
4. Reduction in Vehicle Purchase Price: The dealership should show the voucher amount on the replacement truck invoice. This amount should not reduce the sales price of the truck but should reduce the amount the participant will pay for the truck. The receipt of voucher funds does not lower the base price of the truck and does not reduce the tax basis of the truck.
5. Voucher Payment: The Dealership will be reimbursed by the District for the voucher amount once the Dealership submits a complete Reimbursement Package to District as outlined in the Guidelines and in this Agreement.
6. Dealership Obligations: The Dealership agrees to provide general information to Program participants about the Program. The District will provide training to Dealership staff. The Dealership agrees to assist Program participants to correctly complete and submit the Application Package to the District. It is important verify

that all information is filled out correctly and that the participant understands the Program.

- a. Before the District may approve a voucher, an Application Package must be completed and submitted to the District. The Application Package must include all required documentation as outlined in the Program Guidelines.
 - b. After the District notifies the Dealership of application approval, the Dealership will order the replacement vehicle with an engine that meets the emissions standards corresponding to the project funding level as specified in Appendix O., and have the replacement vehicle delivered to the Dealership.
 - c. Ensure that the existing vehicle and its original, signed title remains in dealership custody and is sent to a participating dismantler yard for destruction within 30 business days of dealership taking truck possession. Immediately notify the district of the location and date of delivery of the existing vehicle to the dismantler. The District will provide a list of participating dismantlers to the Dealership.
7. Dealership Qualifications: Dealership warrants that it meets the following minimum qualifications for participation in the Program, and will continue to meet these qualifications throughout its participation in the Program.
 - a. Dealership has had a valid business license in California for a minimum of the last two years.
 - b. Dealership maintains a minimum of one (1) employee that has successfully completed the training by the District regarding the terms, conditions and requirements of the Program. If a participating dealership maintains more than one location for truck sales, then each location must have at least one employee trained on the VIP. Language must be included in the dealership agreement requiring each location have at least one employee is trained on the VIP.
 - c. Dealership agrees to allow the District or California Air Resources Board (CARB) to inspect vehicles or audit program records covered under this Agreement during normal business hours.
8. Inspections: Inspections described below require inspection forms be completed and photographs taken to document vehicle and engine. Specific requirements are outlined in the Guidelines.

- a. All inspections except for the dismantle inspection may be conducted by an authorized Dealership. If the District requests the Dealership to conduct an inspection, then the inspection must be conducted as follows:
 - i. Pre-Inspection: Submit completed inspection form and photos to district with the application
 - ii. Post-Inspection: Submit completed inspection form and photos to district with Dealer Reimbursement Package (Appendix J)
 - iii. Pre-Dismantle: Submit completed inspection form and photos to district with Dealer Reimbursement Package (Appendix J)
 - b. If the District conducts inspections, then inspections must be conducted in accordance with the VIP Guidelines.
9. Dealership Reimbursement: Dealership must submit a Reimbursement Package to the District. A description of documents in the Reimbursement Package is listed in the Guidelines. The Reimbursement Package must include:
- a. Reimbursement Invoice (appendix H) should be signed and returned to the district upon receipt
 - b. Final dealership invoice signed by the applicant that shows the final purchase price less the voucher award
 - c. Receipt of Voucher signed by the participant
 - d. The original Voucher
 - e. Copy of DMV registration
 - f. Copy of finance documentation (if applicable)
 - g. Copy of replacement vehicle warranty information
 - h. Copy of existing vehicle title signed and dated by participant
 - i. Copy of title for used replacement vehicles to show vehicle is not salvaged
 - j. Inspection forms and pictures of the existing vehicle after it is turned in to the dealership as specified in appendix I.
 - k. Inspection forms and pictures of the replacement vehicle as specified in appendix I.
 - l. Location of the dismantler yard where the existing vehicle will be destroyed.
 - m. Date the existing vehicle is delivered to or picked up by a participating dismantler.
10. Noncompliance: Noncompliance with this Agreement or Guidelines, includes, but is not limited to cancelling the Agreement and recapturing voucher funds. The CARB and the District may disqualify Dealership from Program participation and seek other remedies as available under the law for noncompliance with this Agreement or Program requirements.

Appendix C(1)
VOUCHER INCENTIVE PROGRAM

Terms to be included in Master Agreement
Between the District and Retrofit Installer

NOTE to DISTRICT:

The terms listed do NOT constitute District's entire Agreement; standard District Agreement language (such as, confidentiality, termination, indemnification, insurance, etc.) must be included in conjunction with the items below. The terms have been prepared to facilitate the District's preparation of Agreement. The District must include the terms listed below and supersede any additional terms included by the District.

1. The District has not reviewed the Retrofit Installer's operations or reached any conclusion on the quality of their products, service, or operations. The District is permitting the Retrofit Installer to enter into this Agreement solely because Retrofit Installer has represented to the District that it is aware of the California Air Resources Board Voucher Incentive Program Guidelines (Guidelines) goals, and agrees to abide by the Program requirements and Guidelines.
2. The District and Retrofit Installer agree that if the California Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall be of no further force and effect. In this event the State shall have no liability to pay any funds whatsoever to the District and Retrofit Installer or to furnish any other considerations under this Agreement.
3. **Payment:** The District will not pay or otherwise directly reimburse or compensate in any way the Retrofit Installer for its services (other than actual and necessary professional installation services as authorized by the retrofit manufacturer) rendered in keeping with this Agreement, but the benefit received by Retrofit Installer under this Agreement is the opportunity to participate in the Program, which includes the corresponding opportunity to profit from the sale of ARB verified retrofit devices to Program Participants.
4. **Reduction in Retrofit Purchase Price:** The Retrofit Installer should show the voucher amount on the retrofit invoice. This amount should not reduce the sales price of the retrofit but should reduce the amount the participant will pay for the retrofit. The receipt of voucher funds does not lower the base price of the retrofit nor does not reduce the tax basis of the retrofit.
5. **Voucher Payment:** The Retrofit Installer will be reimbursed by the District for the voucher amount once the Retrofit Installer submits a complete Reimbursement Package to District as outlined in the Guidelines and in this Agreement.

6. Retrofit Installer Obligations: The Retrofit Installer agrees to provide general information to Program participants about the Program. The District will provide training to Retrofit Installer staff. The Retrofit Installer agrees to assist Program participants to correctly complete and submit the Application Package to the District. Retrofit Installer agrees that it is important to verify that all information is filled out correctly and that the participant understands the Program.
 - a. Before the District may approve a voucher, an Application Package must be completed and submitted to the District. The Application Package must include all required documentation as outlined in the Program Guidelines.
 - b. After the District notifies the Retrofit Installer of application approval, the Retrofit Installer will order the ARB verified retrofit device (if not already in stock), and install the device according to manufacturer specifications and all conditions described in the ARB verification executive order.
7. Retrofit Installer Qualifications: Retrofit Installer warrants that it meets the following minimum qualifications for participation in the Program, and will continue to meet these qualifications throughout its participation in the Program.
 - a. Retrofit Installer maintains a valid business license issued in California for a minimum of the last two years.
 - b. Retrofit Installer maintains a minimum of one (1) employee that has successfully completed the training by the District regarding the terms, conditions and requirements of the Program. If a participating retrofit installer maintains more than one location, then each location must have at least one employee trained on the VIP.
 - c. Retrofit Installer agrees to allow the District or California Air Resources Board (CARB) to inspect vehicles and retrofit devices, or audit program records covered under this Agreement during normal business hours.
8. Inspections: Inspections described below require inspection forms be completed and photographs taken to document vehicle and engine. Specific requirements are outlined in the Guidelines.
 - a. All retrofit project inspections may be conducted by an authorized Retrofit Installer. If the District requests that the Retrofit Installer conduct an inspection, then the inspection must be conducted as follows:
 - i. Pre-Inspection: Submit completed inspection form and photos to district with the application

- ii. Post-Inspection: Submit completed inspection form and photos to district with Reimbursement Package (Appendix J)
 - b. If the District conducts inspections, then inspections must be conducted in accordance with the VIP Guidelines.
- 9. Retrofit Installer Reimbursement: Retrofit Installer must submit a Reimbursement Package to the District. A description of documents in the Reimbursement Package is listed in the Guidelines. The Reimbursement Package must include:
 - a. Reimbursement Invoice (appendix H) should be signed and returned to the district upon receipt
 - b. Final invoice signed by the applicant that shows the final purchase price less the voucher award
 - c. Receipt of Voucher signed by the participant
 - d. The original Voucher
 - e. Copy of DMV registration
 - f. Copy of finance documentation (if applicable)
 - g. Copy of retrofit device warranty information
 - h. Copy of title of existing vehicle
 - i. Inspection forms and pictures of the vehicle after it is turned in to the Retrofit Installer prior to retrofit installation as specified in Appendix I.
 - j. Inspection forms and pictures of the vehicle after retrofit installation is complete, as specified in Appendix I.
- 10. Noncompliance: Noncompliance with this Agreement or Guidelines, includes, but is not limited to cancelling the Agreement and recapturing voucher funds. The CARB and the District may disqualify Retrofit Installer from Program participation and seek other remedies as available under the law for noncompliance with this Agreement or Program requirements.

Appendix D
VOUCHER INCENTIVE PROGRAM

Dismantler Agreement Terms to be Included in Master Agreement
Between the District and Dismantler Owner

NOTE to DISTRICT:

The terms listed do NOT constitute District's entire Agreement; standard District Agreement language (such as, confidentiality, termination, indemnification, insurance, etc.) must be included in conjunction with the items below. The terms have been prepared to facilitate the District's preparation of Agreement. The District must include the terms listed below that would supersede any additional terms included by the District.

1. The District has not reviewed the Owner's operations or reached any conclusion on the quality of the operations. The District is allowing the Owner to enter into this Agreement solely because the Owner has represented to the District that it is aware of the California Air Resources Board Voucher Incentive Program Guidelines (Guidelines) goals, and agrees to abide by the Program requirements and Guidelines.
2. The District and Dismantler agree that if the California Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall be of no further force and effect. In this event the State shall have no liability to pay any funds whatsoever to the District and Dismantler or to furnish any other considerations under this Agreement.
3. Payment: Owner will not be paid or otherwise reimbursed directly by the District or ARB. Rather, the benefit received by Owner under this Agreement is the opportunity to participate in the Program, which carries the corresponding opportunity to profit through the receipt – for cash or free – of materials that Owner will dismantle with the intent to make a profit. Funding is not available from the District through this Agreement for any dismantler or material costs, including hazardous waste abatement fees, labor costs, fines, permits, or other charges resulting from destruction or disposal.
4. Owner Obligation: The Owner must comply with the following requirements in accordance with the Guidelines, and submit certification to the District verifying that the requirements have been met. Within 60 days of receiving vehicles under this Agreement, Owner will:
 - a. Destroy vehicle and render it physically useless; and
 - b. Notify the District when the vehicle (chassis and engine) has been properly destroyed and schedule a destruction-inspection with District; and

- c. The dismantler must provide verification that the vehicle is registered with DMV as non-repairable. Verification of filing the form with DMV must be provided to the district at the dismantle inspection. Within 90 calendar days of the dismantle inspection date, the dismantler must also provide verification to the district from DMV that the replaced vehicle has been registered with DMV as non-repairable (non-revivable) with a transaction code L10 (Junk Non-Revivable) or C26 (Junk Non-Revivable Original).
5. Owner Qualifications: Owner warrants that it meets the following minimum qualifications for participating in the Program, and will continue to meet these qualifications throughout its participation in the Program. Owner must provide written proof that it meets the following qualifications within 48 hours if requested by District staff.
 - a. Owner must have a current, valid Dismantler's license issued by the California Department of Motor Vehicles.
 - b. Owner has a current, valid California Environmental Protection Agency Hazardous Material Generator and Storage Permit.
 - c. Owner must be in compliance with all local, State, and federal regulations, permits and requirements.
 - d. Owner must have a minimum of one (1) active employee who received training by the District on the requirements of the Program. If a dismantler has more than one location, then the dismantler must have at least one (1) active employee trained by the District at each location that will be accepting VIP trucks.
 - e. Dismantler has had a valid business license issued in California for a minimum of the last two years.
6. Dismantler Inspection: Once the District is notified, a dismantler-inspection will be scheduled and photos documenting the destruction of the engine will be taken in accordance with the Guidelines. Owner shall not move the vehicle off of their property or part out a vehicle until a dismantler inspection by the District has been performed and given approval by the District.
7. Use of Engine or Vehicle Pending Destruction: Owner may not use or permit the use of, the engines or vehicles, except use necessary to move it for destruction or storage.
8. Compliance: Because the prompt destruction of vehicles and engines is one of the critical components of the Program, and the parties agree that it will be difficult to determine the monetary damages arising from Owner's breach of the requirement to destroy the dismantler vehicle within 60 days, Owner agrees that

if it fails to destroy the engine and vehicle within the 60-day period, it will pay the District up to \$500 per day until the engine and vehicle is destroyed and provide verification that the vehicle has been registered as non-repairable with DMV. Owner may request that the District extend the 60-day period, and the District will not unreasonably withhold its approval of the extension request. Only written extensions are effective. Owner will not generally be eligible for an extension if the cause of the delay was within its control.

9. Noncompliance: Noncompliance with this Agreement or Guidelines, includes, but is not limited to cancelling the Agreement and recapturing voucher funds. The CARB and the District may disqualify Dismantler from Program participation and seek other remedies as available under the law for noncompliance with this Agreement or Program requirements.

Appendix E

**VOUCHER INCENTIVE PROGRAM
District Review Checklist: Initial Review**

Owner: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Company: _____	Voucher # _____
Dealership/Installer: _____	Voucher Amount: \$ _____
Submittal Date: _____	Expiration date: _____

Verify that the following information/documents are included in the application. Use back side of checklist for additional comments if necessary.

Existing Vehicle Requirements

- ☐ Replacement Projects: Verification that engine model year is 2002 or older:
 - ☐ 1994 – 2002 ☐ 1991 - 1993 ☐ 1990 or older
- ☐ Retrofit Projects: Verification that the engine model year is 2004-2006
- ☐ Vehicle is diesel fueled
- ☐ Existing vehicle meets the criteria for either a medium heavy-duty vehicle or a heavy heavy-duty vehicle as defined below:
 - ☐ To qualify for medium heavy-duty (MHD) funding levels, eligible vehicles must have been registered by DMV with a manufacturer Gross Vehicle Weight Rating (GVWR) of 19,501 or greater.
 - OR-**
 - ☐ To qualify for heavy heavy-duty (HHD) funding levels, eligible vehicles must have been registered by DMV with declared Combined Gross Vehicle Weight (CGW) range or declared Gross Vehicle Weight (GVW) range greater than 60,000 pounds for the previous 24 months. DMV weight codes corresponding to greater than 60,000 pounds are K, L, M, and N. If 24 months of CGW or GVW documentation is not available, then the vehicle must meet all of the following conditions to be eligible for HHD funding levels:
 - The engine must be greater than 250 horsepower , and
 - Vehicle must have a manufacturer GVWR greater than 33,000 pounds. Declared CGW or GVW may not be used to satisfy this criteria, and
 - Current and valid vehicle registration must identify declared CGW greater than 60,000 pounds, and
 - Manufacturer verification of GVWR and horsepower must be provided with the application.
- ☐ CARL VIN – cross check to ensure applicant has not applied for or already received funding for the existing vehicle

- ☐ If the applicant chose the two-for-one option, both existing vehicles meet all requirements of the Program (replacement projects only)

Replacement Vehicle Requirements (if applicable)

- ☐ Replacement vehicle is MY 2007 or newer with an engine certified at or below:
 - ☐ ≤ 1.20 g/bhp-hr NO_x
 - ☐ ≤ 0.20 g/bhp-hr NO_x
- ☐ Replacement vehicle is not a glider kit (the VIN does not start with the letters “GL”)
- ☐ DMV registration showing declared Gross/Combined Gross Vehicle Weight Range of the replacement vehicle is in the same weight class (MHD or HHD) as the existing vehicle
- ☐ Used replacement vehicle has less than 500,000 miles

Retrofit Requirements (if applicable)

- ☐ Retrofit is highest level (PM + NO_x) verified by ARB for the specific engine family

Documentation Requirements

- ☐ Application complete, signed and dated – original application (with wet signature)
- ☐ Copy of the existing vehicle title proving ownership for the previous twenty four (24) months (titles with lienholders are not eligible for replacement funding)
- ☐ Documentation of a minimum of twenty four (24) months of existing vehicle usage. Specific vehicle identified in documentation
 - ☐ meets the selected annual mileage in Appendix O for previous twenty four (24) months, **OR**
 - ☐ meets the selected annual fuel usage in Appendix O for previous twenty four (24) months
- ☐ Copy of DMV registration
 - previous twenty four (24) months, or
 - eight (8) consecutive months
- ☐ Copy of Vehicle Insurance Cards (previous twenty four (24) months)
- ☐ Signed quote and specifications sheet for the replacement vehicle or retrofit (with date and price)
 - Delivery or installation date is listed and included on the voucher
 - Voucher amount is reduced from quote
 - Owner is listed as buyer
- ☐ Replacement Projects: ARB Executive Order for the replacement engine, which demonstrates the engine meets Guideline requirements of ≤ 0.01 g/bhp-hr PM (all MYs) and is at or below a STD or FEL level of:
 - ☐ ≤ 1.20 g/bhp-hr NO_x; OR
 - ☐ ≤ 0.20 g/bhp-hr NO_x

Existing Vehicle Inspection Requirements

- ☐ Signed inspection form of the existing vehicle from either the dealer or the District
 - Existing vehicle is operational – clear evidence has been provided
- ☐ Digital photos taken at the inspection of the existing vehicle are legible

- ☐ Digital photo information for existing vehicle/engine make, model year, VIN, serial number matches application information. The photos of the engine should help verify application information. If no engine tag is available, a print out of the engine specifications will suffice.

District Requirements

- ☐ Issue voucher for
- Funding year: 2011
 - Existing engine model year: _____
 - Annual mileage: _____; OR fuel use: _____
 - Replacements - new or used: _____
 - MHD or HHD: _____
 - 2007 or 2010 standards
 - VOUCHER AMOUNT: _____

- ☐ The following application form fields are mandatory and must be filled in completely before the application may be approved.

Applicant Information: <ul style="list-style-type: none"> • Owner Name • Mailing Address (including City, State, Zip) • Physical Address (if different from mailing) • Owner Phone 	Third Party Information: <ul style="list-style-type: none"> • Third-Party Name • Mailing address (including City, State, Zip) • Physical Address (if different from mailing) • Phone • Third Party Signature & Date <p>Only required if a paid party other than the dealership completes the application</p>
Existing Vehicle and Engine Information: <ul style="list-style-type: none"> • Vehicle Make • Vehicle Model • Vehicle Model Year • Vehicle Identification Number (VIN) • License Plate Number • Odometer Reading • Vehicle Operational • GVWR • Engine Make • Engine Model • Engine Model Year • Serial Number • Engine Family Number • Engine operational • Fuel used 	Replacement Vehicle and Engine Information: <i>(Replacement Projects Only)</i> <ul style="list-style-type: none"> • Vehicle Make • Vehicle Model • Vehicle Model Year • Odometer Reading • GVWR • Engine Make • Engine Model • Engine Model Year • Engine Family Number • Engine operational • Fuel used • CARB Executive Order Number
Dealership/Retrofit Installer Information: All fields must be filled out or a business card must be attached	Retrofit Device Information: <i>(Retrofit Projects Only)</i> <ul style="list-style-type: none"> • Retrofit Device Make • Retrofit Device Model • Retrofit Device ARB Executive Order # • ARB-verified PM reduction % • ARB-verified NOx reduction % • Retrofit device cost • Cost of retrofit device with installation
Inspection Forms: all applicable forms must be filled in based on the information required above for the	Applicant Recitals Owner must sign and date application

existing and replacement vehicles.	
------------------------------------	--

☐ If rejected, letter sent to applicant and the dealer or installer was cc'd

Reason(s) for rejection:

- ☐ _____
☐ _____

☐ If approved, voucher package sent to dealer or installer on
(date): _____

District Staff (print name): _____ Date Reviewed: _____

Appendix F

VOUCHER INCENTIVE PROGRAM Replacement Voucher

Congratulations! You have been approved to receive funding through the Voucher Incentive Program. This voucher is redeemable for the purchase of the replacement vehicle listed below. Redemption of this voucher must be completed at the dealership listed below.

Owner: please confirm the following information and sign in the first section.

Air District: _____

Voucher Number: _____

Voucher Amount: \$ _____

Recipient Information	Dealership Information
Owner:	Dealership Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Accept: <input type="checkbox"/> Decline: <input type="checkbox"/>	
Owner Signature	Date:

Replacement Vehicle Information	Engine Information
Make:	Make:
Model:	Model:
Model Year:	Model Year:
VIN:	Engine Family Number:

- To be eligible to redeem this voucher, the participant must purchase and take delivery of the replacement vehicle within thirty days of <Date> or by the delivery date of <Date>, whichever is later. The participant must also deliver the existing vehicle in similar condition to the pre-inspection to the dealership prior to taking ownership of the replacement vehicle.

By signing, I validate the issuance of this voucher in accordance with the Voucher Incentive Program.

Signature of Air District Representative: _____ Date: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Appendix F(1)

VOUCHER INCENTIVE PROGRAM Retrofit Voucher

Congratulations! You have been approved to receive funding through the Voucher Incentive Program. This voucher is redeemable for the purchase of the ARB verified retrofit device shown below. Redemption of this voucher must be completed at the retrofit installer listed below.

Vehicle Owner: please confirm the following information and sign in the first section.

Air District: _____

Voucher Number: _____

Voucher Amount: \$ _____

Recipient Information		Retrofit Installer Information	
Owner:		Business Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:		Phone:	
Accept: <input type="checkbox"/> Decline: <input type="checkbox"/>			
Vehicle Owner Signature		Date:	

Retrofit Device Information		Engine Information	
Make:		Make:	
Model:		Model:	
ARB Executive Order #:		Model Year:	
Serial # (if available):		Engine Family #:	

To be eligible to redeem this voucher, the participant must purchase and take delivery of the retrofitted vehicle within thirty days of <Date>

By signing, I validate the issuance of this voucher in accordance with the Voucher Incentive Program.

Signature of Air District Representative: _____ Date: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Appendix G

VOUCHER INCENTIVE PROGRAM
Receipt of Replacement Voucher

Air District: _____
Address: _____
Phone Number: _____
Voucher Number: _____
Voucher Amount: \$ _____

Recipient Information
Owner: _____
Address: _____
City, State, Zip: _____
Phone: _____

Replacement Vehicle	Dealership Information
Make: _____	Dealership Name: _____
Model: _____	Address: _____
Model Year: _____	City, State, Zip: _____
VIN: _____	Phone: _____

As an applicant of the Carl Moyer On-Road Voucher Program, I agree to the following:

- For participants that applied for and received funding based on HHD funding amounts, register the replacement vehicle in California with the Department of Motor Vehicles (DMV) with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 pounds .
- Maintain insurance as required by law.
- Own and operate this vehicle at least 75% of the time within California for a minimum of thirty six (36) months from the date of purchase.
- For a period of three years from delivery date, I will not engage in any activities that are subject to the Drayage Truck Regulation, including accessing any regulated port or intermodal rail facility. I understand and agree that my truck will be entered by ARB in the Drayage Truck Registry as “non-compliant” for up to three years;
- Notify the District if there is a change in ownership over the next thirty six (36) months.
- Return annual usage surveys, as requested by the district.
- Never modify the emission control system or the engine.
- Be available for a follow up inspection by the air district or Air Resources Board, if requested.
- Allow the Air Resources Board to verify registration with the Department of Motor Vehicles
- Pay back all incentive funds if one or more of the above terms are not met

I certify under penalty of perjury that the information provided is accurate

Signature of Participant: _____ Date: _____
Name of Participant: _____

Original to District, Copy to Participant

Appendix G(1)

**VOUCHER INCENTIVE PROGRAM
Receipt of Retrofit Voucher**

Air District: _____
Address: _____
Phone Number: _____
Voucher Number: _____
Voucher Amount: \$ _____

Recipient Information
Owner: _____
Address: _____
City, State, Zip: _____
Phone: _____

Retrofit Device Information	Retrofit Installer Information
Make: _____	Business Name: _____
Model: _____	Address: _____
ARB Executive Order #: _____	City, State, Zip: _____
Serial # (if available): _____	Phone: _____

As an applicant of the Carl Moyer On-Road Voucher Program, I agree to the following:

- For participants that applied for and received funding based on HHD funding amounts, register the vehicle in California with the Department of Motor Vehicles (DMV) with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 pounds .
- Maintain insurance as required by law.
- Own and operate this vehicle at least 75% of the time within California for a minimum of thirty six (36) months from the date of purchase.
- For a period of three years from delivery date, I will not engage in any activities that are subject to the Drayage Truck Regulation, including accessing any regulated port or intermodal rail facility. I understand and agree that my truck will be entered by ARB in the Drayage Truck Registry as “non-compliant” for up to three years;
- Notify the District if there is a change in ownership over the next thirty six (36) months.
- Return annual usage surveys, as requested by the district.
- Never modify the emission control system or the engine.
- Be available for a follow up inspection by the air district or Air Resources Board, if requested.
- Allow the Air Resources Board to verify registration with the Department of Motor Vehicles
- Pay back all incentive funds if one or more of the above terms are not met

I certify under penalty of perjury that the information provided is accurate

Signature of Participant: _____ Date: _____
Name of Participant: _____

Original to District, Copy to Participant

Appendix H

**VOUCHER INCENTIVE PROGRAM
Reimbursement Invoice**

Date:

Dealership/Retrofit Installer Information
Business Name:
Address:
City, State, Zip:
Phone:
Federal Tax ID Number:

Please reimburse Dealer/Installer Name for \$0.00 for the voucher number _____.

A complete reimbursement package will be turned in at the time of payment.

Thank you.

Name: _____

Signature: _____

Date: _____

Appendix I

VOUCHER INCENTIVE PROGRAM Inspection Form

Type of Inspection:

Existing Vehicle: <input type="checkbox"/> Pre-Inspection <input type="checkbox"/> Pre-Dismantle <input type="checkbox"/> Dismantle
Post-Inspection: <input type="checkbox"/> Replacement Vehicle Post-Inspection <input type="checkbox"/> Retrofit Device Post-Inspection
Legible Pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Information

COMPANY NAME:	INSPECTION LOCATION:
Owner Name:	
Address:	
City, State, Zip:	
Phone No:	

Vehicle and Engine Information

☐ **EXISTING VEHICLE** ☐ **REPLACEMENT VEHICLE** ☐ **RETROFIT DEVICE**

VEHICLE INFORMATION:			
Vehicle Make:	Vehicle Model:	Vehicle Model Year:	
Vehicle Identification Number:	License Plate Number:	Date of Manufacture:	
Odometer Reading:	Hour-meter Reading:	Vehicle operational? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOT Number (if interstate):	CHP number:	Fleet ID:	
Cab Style: <input type="checkbox"/> Conventional <input type="checkbox"/> Cab-over	Manufacturer GVWR:	GVW or CGW:	
Engine Information:			
Engine Make:	Engine Model:	Engine Model Year:	Date of Manufacture:
Serial Number:	Engine Family Number:	Horsepower:	
Engine operational? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fuel used? <input type="checkbox"/> Diesel <input type="checkbox"/> Other:		
Retrofit Device Information (retrofit projects only):			
Retrofit Make:	Retrofit Model:	Retrofit Serial Number:	

For *Pre-Dismantler* Inspection ONLY, Specify

DISMANTLER:	CONTACT NAME:	PHONE:
DMV title delivered and signed by owner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Engine operational? <input type="checkbox"/> Yes <input type="checkbox"/> No

For *Dismantler* Inspection ONLY, Specify

DISMANTLER:	CONTACT NAME:	PHONE:
Non-Repairable Vehicle Certificate Filed with DMV? <input type="checkbox"/> Yes <input type="checkbox"/> No		Frame Rails Cut? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Engine Destroyed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments:

I certify under penalty of perjury that: (1) the information provided above is accurate, (2) the pictures are of the inspected vehicle (3) the pictures clearly depict the inspected vehicle, and (4) that I understand that this inspection form is incorporated in the agreement with the <air district>.

Signature:	Date:
Authorized Name:	
Air District / Dealership / Installer:	
Address:	
City, State, Zip:	
Phone No:	

Required Photographs

- Digital photos should be clear images with a minimum of 640x480 capture resolution.
The district will specify the digital media required to save the pictures on.

(check the boxes/circles of pictures taken)

Pre-inspection of existing vehicle	Post inspection of replacement vehicle
<input type="checkbox"/> Vehicle from left side <input type="checkbox"/> Vehicle from right side <input type="checkbox"/> Vehicle from front <input type="checkbox"/> Vehicle from back <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer reading <input type="checkbox"/> Engine from drivers side <input type="checkbox"/> Engine tag (if available)* <ul style="list-style-type: none"> ○ Engine make ○ Engine model ○ Engine serial number (ESN) ○ Engine family number <input type="checkbox"/> DOT / CHP Numbers	<input type="checkbox"/> Vehicle from left side <input type="checkbox"/> Vehicle from right side <input type="checkbox"/> Vehicle from front <input type="checkbox"/> Vehicle from back <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Engine from drivers side <input type="checkbox"/> Engine tag <ul style="list-style-type: none"> ○ Engine make ○ Engine model ○ Engine serial number (ESN) ○ Engine family number <input type="checkbox"/> DOT / CHP Numbers
Pre-Dismantler inspection of existing vehicle	Dismantler inspection of existing vehicle
<input type="checkbox"/> Vehicle from left side <input type="checkbox"/> Vehicle from right side <input type="checkbox"/> Vehicle from front <input type="checkbox"/> Vehicle from back <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Engine from drivers side <input type="checkbox"/> Engine tag (if available)* <ul style="list-style-type: none"> ○ Engine make ○ Engine model ○ Engine serial number (ESN) ○ Engine family number <input type="checkbox"/> DOT / CHP Numbers	<input type="checkbox"/> Vehicle from left side <input type="checkbox"/> Vehicle from right side <input type="checkbox"/> Vehicle from front <input type="checkbox"/> Vehicle from back <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Engine from drivers side <input type="checkbox"/> Engine tag (if available)* <ul style="list-style-type: none"> ○ Engine make ○ Engine model ○ Engine serial number (ESN) ○ Engine family number <input type="checkbox"/> Cut in frame rails <input type="checkbox"/> Hole in engine block (at least 3 inches wide)
Post inspection of retrofit device (retrofit projects only)	
<input type="checkbox"/> Retrofit device <input type="checkbox"/> Retrofit device tag <ul style="list-style-type: none"> ○ Retrofit make ○ Retrofit model ○ Retrofit serial number 	

**If engine tag is missing, a picture of the ESN stamped on the engine block must be submitted*

Appendix J

VOUCHER INCENTIVE PROGRAM Reimbursement Package Checklist

Participant Name: _____ Date: _____
Voucher Number: _____ Voucher Amount: _____

Checklist for Replacement Projects

√	Documents included in Dealer Reimbursement Package
<input type="checkbox"/>	Dealer Reimbursement Invoice (original) – signed by dealership
<input type="checkbox"/>	Final replacement vehicle purchase invoice
<input type="checkbox"/>	Receipt of Voucher (original) – signed by the participant
<input type="checkbox"/>	Voucher (original)
<input type="checkbox"/>	Copy of DMV registration paperwork showing vehicle registered to owner in California and is registered with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs. (For heavy heavy-duty vehicles only)
<input type="checkbox"/>	Copy of replacement vehicle financing documentation (if applicable)
<input type="checkbox"/>	Copy of the replacement vehicle warranty
<input type="checkbox"/>	Copy of existing vehicle title signed and dated by applicant
<input type="checkbox"/>	Copy of current title for used replacement vehicles (for non-salvage status only)
<input type="checkbox"/>	Inspection forms and digital photos for existing vehicle ready for dismantler
<input type="checkbox"/>	Inspection forms and digital photos for replacement vehicle
<input type="checkbox"/>	Location of dismantler yard where the existing vehicle will be destroyed
<input type="checkbox"/>	Date the existing vehicle is delivered to or picked up by a dismantler

Checklist for Retrofit Projects

√	Documents included in Retrofit Reimbursement Package
<input type="checkbox"/>	Retrofit Reimbursement Invoice (original) – signed by retrofit installer
<input type="checkbox"/>	Final retrofit purchase and installation invoice
<input type="checkbox"/>	Receipt of Voucher (original) – signed by the participant
<input type="checkbox"/>	Voucher (original)
<input type="checkbox"/>	Copy of DMV registration paperwork showing vehicle registered to owner in California and is registered with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs. (For heavy heavy-duty vehicles only)
<input type="checkbox"/>	Copy of retrofit financing documentation (if applicable)
<input type="checkbox"/>	Copy of the retrofit manufacturer warranty
<input type="checkbox"/>	Copy of vehicle title
<input type="checkbox"/>	Inspection forms and digital photos for vehicle and retrofit device

Dealership/Installer Business Name: _____
Contact Person: _____
Phone Number: _____

Appendix K

Date

Name

Company

Address

City, State, Zip

RE: Application Rejected: On-Road Heavy-Duty Vehicle Voucher Incentive Program

Dear Name:

Thank you for submitting an application to the <Air District's> On-Road Heavy-Duty Vehicle Voucher Incentive Program. Your application was reviewed and found to be incomplete and/or not meeting the requirements of the program. The application was rejected because:

☐ The applicant did not meet the following Voucher Incentive Program criteria listed in the guidelines

-

☐ The application package was incomplete. The following information was not included in the application:

-

If your application was incomplete, you can re-apply to the Vehicle Incentive Program. If you wish to do so, you should re-apply by submitting a completed application.

If you have any questions, please contact <insert contact> at <insert phone> or <insert email>.

Sincerely,

<Name>

<Title>

cc: Dealership/Retrofit Installer

Attachment: Application Package

Appendix L

**VOUCHER INCENTIVE PROGRAM
District Payment Review Checklist**

Applicant:	Company (if any):	Dealer / Retrofit Installer:
Voucher Number:	Voucher Amount:	Submittal Date:

Verify the following information in the reimbursement package:

- ☐ Applicant information matches application
- ☐ Voucher number is correct
- ☐ Voucher amount is correct
- ☐ Replacement vehicle or retrofit information matches application, quote information, and VIP requirements.
- ☐ Invoice correctly shows the final price less the voucher amount

Verify that the following documents are included in the reimbursement package:

- ☐ Reimbursement invoice
 - ☐ Receipt of voucher signed by the applicant
 - ☐ Original voucher
 - ☐ Financing information, if vehicle or retrofit was financed
 - ☐ Warranty information
 - ☐ Completed final invoice, signed and dated by the applicant
 - ☐ DMV paperwork showing California registration with owner's name
 - ☐ DMV paperwork showing that the replacement vehicle or retrofitted vehicle has been registered with a declared Gross/Combined Gross Vehicle Weight Range greater than 60,000 lbs. (except for MHD vehicles)
 - ☐ Inspection forms and photos of the replacement vehicle or retrofitted vehicle
- Replacement Projects Only:*
- ☐ Inspection forms and photos of the replaced vehicle in dealership custody
 - ☐ Copy of Title of the existing (replaced) vehicle, signed and dated by the applicant
 - ☐ Used replacement vehicle title does not show salvage status (if applicable)

Reimbursement approved? ☐ Yes ☐ No

Comments (Use back side of checklist for additional comments if necessary):

Funding Date: _____
Copy of check in project folder

Check Number: _____

District Staff (print name): _____ Date Reviewed: _____

Appendix M

September 23, 2010

Salesperson
Dealership
Address
City, State, Zip

RE: Reimbursement Package Rejection Letter: Voucher Number #_____

Dear Salesperson:

Thank you for your participation in the Voucher Incentive Program. Unfortunately, the reimbursement package submitted for Voucher Number #_____ was reviewed and found to be incomplete and/or not meeting the requirements of the program. The package was rejected because:

☐ The reimbursement package did not meet the following Voucher Incentive Program criteria listed in the guidelines

-

☐ The reimbursement package was incomplete. The following information was not included in the package:

-

If your reimbursement package was incomplete, please re-submit the entire reimbursement package including the missing documentation. If your reimbursement package did not meet the criteria of the program, please contact district staff immediately for further explanation.

If you have any questions, please contact <insert contact> at <insert phone> or <insert email>.

Sincerely,

Name
Title
Air District
Phone Number

Attachment: Reimbursement Package

Appendix N

VOUCHER INCENTIVE PROGRAM Usage Survey

Thank you for participating in the Carl Moyer Voucher Incentive Program. Please fill out this usage survey and return to the address below within 5 business days.

Participant Information:

Name: _____
Address: _____

Vehicle Information:

Make: _____
Model/Year: _____
VIN: _____

I still own the vehicle and have (please print legibly):

- driven _____ miles in California in 20____; **AND/OR**
- consumed _____ gallons of fuel in California in 20____.

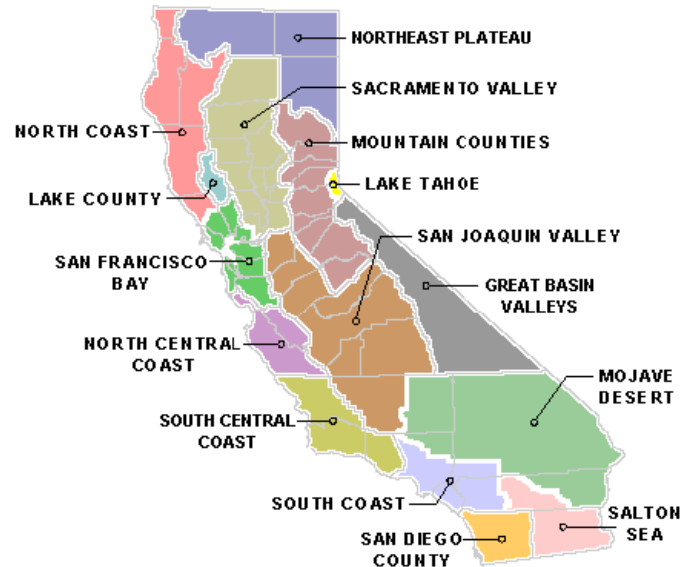
The odometer reading is:

--	--	--	--	--	--	--	--	--	--

I operated the vehicle about _____% of the time in California in 20____.

Using the map at right, estimate the percentage of your annual mileage or fuel usage that occurred in each area.	
North Coast:	Northeast Plateau:
Lake County:	Sacramento Valley:
San Francisco Bay:	Mountain Counties:
North Central Coast:	Lake Tahoe:
South Central Coast:	San Joaquin Valley:
South Coast:	Great Basin Valleys:
San Diego County:	Mojave Desert:
	Salton Sea:
<i>Note: The total of all percentages must equal 100.</i>	

California Air Basins



I certify under penalty of perjury that the Information provided above is accurate and true.

Signature: _____
Name: _____
Date: _____

Return survey to:

Appendix O
VIP Funding Matrix

HHD, New Replacement Vehicles Replacement Engine Model Year 2007-2009 in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	15,000		\$16,000
	19,000		\$20,000
	23,000		\$25,000
	28,000		\$30,000
	32,000		\$35,000
	37,000		\$40,000
	41,000		\$45,000
1991 - 1993	17,000		\$10,000
	25,000		\$15,000
	34,000		\$20,000
	42,000		\$25,000
	50,000		\$30,000
	59,000		\$35,000
	67,000		\$40,000
1994 - 2002	75,000		\$45,000
	20,000		\$10,000
	30,000		\$15,000
	40,000		\$20,000
	50,000		\$25,000
	60,000		\$30,000
	70,000		\$35,000
	80,000		\$40,000
	90,000		\$45,000

HHD, Used Replacement Vehicles Replacement Engine Model Year 2007-2009 in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	15,000		\$16,000
	19,000		\$20,000
	23,000		\$25,000
	28,000		\$30,000
	32,000		\$35,000
1991 - 1993	17,000		\$10,000

	25,000		\$15,000
	34,000		\$20,000
	42,000		\$25,000
	50,000		\$30,000
	59,000		\$35,000
1994 - 2002	20,000		\$10,000
	30,000		\$15,000
	40,000		\$20,000
	50,000		\$25,000
	60,000		\$30,000
	70,000		\$35,000

MHD, New Replacement Vehicles Replacement Engine Model Year 2007-2009 in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	18,000		\$10,000
	27,000		\$15,000
	36,000		\$20,000
	45,000		\$25,000
	54,000		\$30,000
1991 - 1993	26,000		\$10,000
	39,000		\$15,000
	52,000		\$20,000
	65,000		\$25,000
	78,000		\$30,000
1994 - 2002	41,000		\$10,000
	61,000		\$15,000
	81,000		\$20,000

MHD, Used Replacement Vehicles Replacement Engine Model Year 2007-2009 in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	18,000		\$10,000
	27,000		\$15,000
	36,000		\$20,000
	45,000		\$25,000
	54,000		\$30,000
1991 - 1993	26,000		\$10,000
	39,000		\$15,000

1994 - 2002	52,000		\$20,000
	65,000		\$25,000
	78,000		\$30,000
	41,000		\$10,000
	61,000		\$15,000
	81,000		\$20,000

HHD, New Replacement Vehicles Replacement Engine Model Year 2010+ in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	15,000		\$18,000
	17,000		\$20,000
	21,000		\$25,000
	25,000		\$30,000
	29,000		\$35,000
	33,000		\$40,000
	37,000		\$45,000
1991 - 1993	15,000		\$11,000
	21,000		\$15,000
	27,000		\$20,000
	34,000		\$25,000
	41,000		\$30,000
	48,000		\$35,000
	54,000		\$40,000
	61,000		\$45,000
1994 - 2002	71,000		\$45,000
	16,000		\$10,000
	24,000		\$15,000
	32,000		\$20,000
	39,000		\$25,000
	47,000		\$30,000
	55,000		\$35,000
	63,000		\$40,000

HHD, Used Replacement Vehicles Replacement Engine Model Year 2010+ in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	15,000		\$18,000
	17,000		\$20,000

	21,000		\$25,000
	25,000		\$30,000
	29,000		\$35,000
1991 - 1993	15,000		\$11,000
	21,000		\$15,000
	27,000		\$20,000
	34,000		\$25,000
	41,000		\$30,000
	48,000		\$35,000
1994 - 2002	16,000		\$10,000
	24,000		\$15,000
	32,000		\$20,000
	39,000		\$25,000
	47,000		\$30,000
	55,000		\$35,000

MHD, New Replacement Vehicles Replacement Engine Model Year 2010+ in operation by December 31, 2011			
Old Engine Model Year	Minimum Annual Usage		Funding Amount
	Miles	Gallons	
≤1990	16,000		\$10,000
	24,000		\$15,000
	32,000		\$20,000
	40,000		\$25,000
	48,000		\$30,000
	56,000		\$35,000
1991 - 1993	23,000		\$10,000
	34,000		\$15,000
	45,000		\$20,000
	56,000		\$25,000
	67,000		\$30,000
	78,000		\$35,000
1994 - 2002	33,000		\$10,000
	49,000		\$15,000
	65,000		\$20,000
	82,000		\$25,000
	98,000		\$30,000

MHD, Used Replacement Vehicles Replacement Engine Model Year 2010+ in operation by December 31, 2011				
Old Engine Model Year	New Engine Model Year	Minimum Annual Usage		Funding Amount
		Miles	Gallons	
≤1990	2010	16,000		\$10,000
	2010	24,000		\$15,000
	2010	32,000		\$20,000
	2010	40,000		\$25,000
	2010	48,000		\$30,000
1991 - 1993	2010	23,000		\$10,000
	2010	34,000		\$15,000
	2010	45,000		\$20,000
	2010	56,000		\$25,000
	2010	67,000		\$30,000
1994 - 2002	2010	33,000		\$10,000
	2010	49,000		\$15,000
	2010	65,000		\$20,000
	2010	82,000		\$25,000
	2010	98,000		\$30,000